



# BUILD A CITY. BUILD A FUTURE.



## ASSISTANT PROCUREMENT MANAGER

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our City—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

### SCOPE

Are you an experienced and passionate procurement professional with a desire to make a difference? Are you a leader that strives to enhance your team's success and add value to the business? We are looking to add to our team an Assistant Procurement Manager, who will play a key leadership role in providing oversight of the Procurement Services team.

### EMPLOYMENT STATUS

Regular Full-Time – Exempt

### RESPONSIBILITIES

Reporting to the Procurement Services Manager, the incumbent will be responsible for the following:

- You will supervise and mentor a team of 12 procurement professionals and administrative staff.
- You will complete performance reviews and provide regular coaching to address individual needs and ensure an engaged workforce.
- You will use your solid understanding of the procurement and contract administration processes to provide guidance to the team for excellent results.
- You will use your strong customer relations skills to build and maintain strong internal stakeholder relations, as well as manage supplier relationships and assist in building effective business partnerships.
- You will play a lead role in making decisions that align with stakeholders' needs and the strategic direction of the Procurement Services Section.
- You will use your knowledge and continually review business processes to enhance and streamline the procurement process.
- You are a "big picture" thinker and able to connect the dots to value added solutions and assist in developing and implementing purchasing strategies (e.g., buy plans).
- You will draft and review reports and use both your verbal and written communication skills to articulate contract and purchasing processes.
- You will provide presentations for various levels of management.
- You will represent the Procurement Services team on special projects and other City initiatives.
- Other duties as assigned.



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## QUALIFICATIONS

Our ideal candidate shares our City values of Community, Innovation, Integrity, Service and Teamwork, and can demonstrate the following qualifications:

- Graduation from a recognized university with a degree in Finance, Business or a related field.
- Minimum of 3 years of directly related procurement experience.
- Supply Chain Management Professional (SCMP), Certified Professional Purchaser (CPP) Certification, or an equivalent designation.
- Demonstrated leadership and/or supervisory experience of a diverse staff team.
- Municipal, Federal, and/or other public sector procurement experience is considered a strong asset.
- Excellent communication skills both written and verbal.
- Exercises initiative and good judgment, and comfortable working independently and as part of a team.
- An equivalent combination of education and experience may be considered.

This position requires completion of a Police Information Check. Successful applicants must provide proof of qualifications.