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Job Details

Supply Chain Lead - Maternity Leave Coverage - (01378.2)


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Application Restrictions	Open to both Internal and external
Job Type	Administrative/Management
Posting In effect from	5/2/2024
Closing Application Date	20/2/2024
Applications will be reviewed commencing the closing application date and may continue until the position is filled.	
Full/Part Time	Full Time
Admin Type	Temporary
Anticipated Start Date	26/2/2024
Position End Date (If Applicable)	1/5/2025
DUTIES	<p>General Accountability:</p> <p>Plays a key role in the overall operations of the Supply Chain Management department (Procurement Services, Warehouse, and Accounts Payable), providing direction for several areas including day-to-day transactional processing, operational systems knowledge/integrity, and project implementation. Provides leadership and support to both direct reports and other members of the functional team within the Supply Chain Management department. Responsibilities include developing, improving, and managing operating processes and procedures for users, both internal and external to the department. Acts as a resource for both the Supply Chain Management department, other departments on campus, students and external partners; in areas such as competitive bidding, education and compliance specific to institutional and departmental level policies, and education and compliance specific to external regulations (trade treaties). A high degree of professionalism and strict confidentiality is required, while providing exceptional customer service.</p> <p>Organization and Structure:</p> <p>The Supply Chain Lead is the first point of contact for a diverse group of individuals and organizations, both internal and external.</p> <p>The Supply Chain Lead will report to the Manager, Procurement Services. This position works closely with other members of the Financial Services team as well as University stakeholders.</p> <p>The Supply Chain Lead will have direct supervision of support staff within the Procurement Services team, including oversight of workflow, review of work product, setting priorities, and vacation and timesheet approval.</p> <p>Nature and Scope:</p> <p>The scope of the position includes management of end to end supply chain processing. The position will develop key internal and external relationships and assist in process reviews and general supply chain functions.</p> <p>To be successful, the incumbent requires a high degree of motivation, critical thinking, independence, judgement, tact and diplomacy and well-polished communication and interpersonal skills. In addition, the incumbent needs to have significant knowledge and experience in supply chain processing, competitive bidding and government procurement.</p> <p>The Supply Chain Lead provides comprehensive, strategic and operational advice and guidance in all facets of operations within a complex, multi-systems oriented environment. Key to the success of the Supply Chain Lead is their ability to develop strategic partnerships, understand the key challenges of the University as well as the Supply Chain Management department.</p>
Major Responsibilities	<ul style="list-style-type: none">• Manages the procurement processes for the Departments, including competitive bids (primarily Request for Proposals, Request for Qualifications, Request for Tenders, Prequalification processes, etc.), sourcing goods and services, and creating and tracking purchase orders.• Provides strategic advice to Department Leaders on the effective and efficient use of financial resources that are consistent with organizational objectives.• Lead discussions with Departments to identify their needs forecast, develop a plan and identify proactive solutions. Leads discussions with other Financial Services team members to implement recommendations and deliver requirements.• Partners directly with Department Leaders and provides strategic advice to identify requirements and forecasts related to sourcing, procurement, accounts payable, brokerage, customs and any other procurement related functions.• Assist the Departments in managing the end to end procurement lifecycle activities, including contract management.• Manages and monitors partnership agreements/KPIs and is responsible for resolving any risks or issues.• Ensures that all procurement activities are in compliance with regulations and laws, related procurement practices, and in accordance with the University s standard practices.• Leads the evaluation and implementation of systems and tools.• Troubleshooting of issues in systems and tools as needed.• Manages the review of business processes and implementation of new processes.• Leads the development and delivery of training initiatives.• Providing mentoring and education for University staff.
REPORTS TO	Manager, Procurement Services
QUALIFICATIONS	<p>Required Knowledge/Skills:</p> <ul style="list-style-type: none">• Undergraduate degree• Supply Chain Management Professional (SCMP) designation• Minimum 5 years of procurement/supply chain management experience or the equivalent combination of education and experience• Customer service experience preferred – excellent relationship manager with ability to manage multiple clients and suppliers• Strong understanding of end to end procurement processes• Excellent team player and works collaboratively with several cross-functional teams• Ability to understand faculty needs and complex operations• Ability to collaboratively develop solutions with stakeholders• Excellent oral and written communication skills• Excellent interpersonal skills• Ability to exercise tact, discretion and confidentiality• Ability to work effectively independently and in a team environment• Ability to communicate effectively to a large team
Pay Band	\$84,467.00 - \$96,263.00 (Admin Pay Band BH)
Location	Kamloops, BC CA (Primary)
# of Hires Needed	1
Organizational Unit	Thompson Rivers University -> Finance -> Purchasing
Diversity and Inclusion Commitment:	Thompson Rivers University is strongly committed to hiring based on merit with a focus on fostering diversity of thought within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, Indigenous, Black and People of Colour, persons with disabilities and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply, however applications from Canadians and permanent residents will be given priority.

NOTE: To learn more about Thompson Rivers University or living in Kamloops or Williams Lake please visit our Careers website. External Candidates invited to interview will be required to bring a copy of their transcripts to the interview.

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