

## **Job Title: Procurement Coordinator**

**Department:** Corporate Finance

**Designated Work Location:** 185 King Street, "Hybrid with designated work location"

**Position Type:** Permanent, Full-time

**Salary:** \$3,291.01 - \$4,430.43 Bi-weekly

**Posting No:** 124213

**Closing Date:** February 20, 2024

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

## **Job Profile**

Under the general direction of the Manager of Materials, the Procurement Coordinator is accountable for directly assisting the Manager of Materials in developing corporate and departmental policies, regulations, procedures and systems relating to materials management, for developing and coordinating corporate procurement strategies and for providing advice, guidance and training staff in all City departments on materials management matters.

This position requires a considerable amount of personal time to be spent reading, seeking consultation, watching documentaries and newscasts, participating in applicable associations, and attending courses, seminars, lectures to continually develop knowledge of factors affecting the overall business climate and is expected to operate with a high degree of independence.

## **As the Procurement Coordinator you will:**

- Provide leadership and guidance to the Division staff and other department's staff to operate an effective efficient materials management system.
- Manage the corporate procurement service to ensure best value for approximately 400 million dollars in annual expenditures.
- Assists in the establishment of comprehensive materials management policies, regulations, procedures and processes in order to establish a process that effectively and efficiently manages the supply of goods and services.
- Participate in the Corporate Finance Department management team.
- Act as liaison with City staff, agents, Council, business community and other government jurisdictions regarding policies, procedures, processes, trends, legal decisions and precedents.
- Provide a central business development service to assist enterprises.
- Act as the Manager of Materials as required.

## **Your education and qualifications include:**

1. Post-secondary education in a related discipline such as Commerce or Business administration; an acceptable equivalent combination of education and experience may be considered.
2. Masters of Business Administration (MBA), Certified In Management (C.I.M.) would be considered an asset.
3. Supply Chain Management Professional designation (S.C.M.P.) (or equivalent)

4. Class 5 Manitoba Driver's Licence considered an asset.
5. 8 years of materials management experience including public procurement combined with 3 years of supervisory experience.
6. Previous experience supervising and leading staff.
7. Experience training cross functional teams in the evaluation process.
8. Experience with, and proficient in, Microsoft Office Software, including Word, Excel and Outlook and the ability to work with a variety of automation programs.
9. Thorough knowledge of, and previous experience applying, the principles and practices of materials management
10. Excellent verbal communication skills
11. Excellent written communication skills
12. Strong decision making and analytical skills
13. Ability to work in a team atmosphere
14. Ability to plan and administrate a diverse work load situation at a senior level
15. Ability to work under stressful conditions
16. Ability to formulate and control budgets
17. Ability to identify opportunities and risks

**\*IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://canalliance.org/en/) <https://canalliance.org/en/> at application.

**Conditions of employment:**

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Police Information Check satisfactory to the employer will be required from the successful applicant at their expense.

How to Apply

**APPLY ONLINE**, including all documentation listed below:

1. Current resume AND Application Form (**Required**).

2. Cover letter.
3. Applications submitted without REQUIRED documentation will not be considered.

**\*Your application documents must clearly indicate how you meet the qualifications of the position.\***

Notes

**Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our FAQ's or contact 311.**

**Hours of Work: 8:30 a.m. to 4:30 p.m.**

**Employee Group: WAPSO, Grade 5**

**Position Reports To: Manager**

**Only candidates selected for interviews will be contacted.**