

## Intermediate Purchasing Consultant

The University of Manitoba is a driving force of innovation, discovery and advancement. Our momentum is propelled by our campus community – UM faculty, staff and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM's impact is global.

Discover outstanding employee benefits, experience world-class facilities and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba's Top Employers and one of Canada's Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

### **The opportunity:**

Reporting to a Category Lead, this position has primary responsibility to support overall supply activities for one of four main Supply and Services Categories: Information Technology, Research and Sciences, Construction and Renovation, or Operations and General. The Purchasing Consultant will also be expected to support other categories as required. This position may be required to work at Fort Garry Campus, intermittently or permanently. At present, staff are participating in a remote/hybrid work pilot and typically work on campus only 2 days per month.

The Intermediate Purchasing Consultant will administer the complete process for competitive bids such as Requests for Information, Requests for Tender, Requests for Quotation and Requests for Proposal. Activities will include reviewing expiring contracts, preparing bid documents (including scope/ requirements and scoring matrix), identifying potential sources of supply to stimulate competition, reviewing bids for compliance, facilitating activities of the Selection Committee, coordinating and attending supplier presentations, leading clarification meetings with the top-ranked proponent and negotiating as required, engaging key stakeholders in the contract execution process, and entering the final contractual commitment into the EPIC (SAP Ariba) e-procurement system. This position is responsible to ensure sound and efficient purchasing practices are employed throughout the entire acquisition process.

This position will supervise assigned data entry of purchase orders and contracts completed by Junior Purchasing Consultants and Purchasing Coordinators/Assistants as required and provide appropriate coverage for the Category Team in periods of absence or vacation.

Other duties will include assisting the Category Lead in managing purchasing activities, including the review, analysis, and recommendations on new and existing purchasing program activities.

### **The qualifications and experience we're looking for:**

- Completion of all modules and interactive workshops of the Supply Chain Management Professional (SCMP) Designation Program is required (leaving only Leadership Residency and Final Examination necessary for achievement of designation).

- Post-secondary education in a related discipline (i.e. Supply Chain Management, Commerce, Business Administration) is an asset.
- An acceptable equivalent combination of education and experience may be considered.
- 5 years intermediate level purchasing/buyer experience is required.
- 1 year of supervisory experience is required.
- Experience in complete RFQ/RFP administration process (from development of scope/requirements/scoring matrix to leadership of proposal evaluation and supplier selection) is required.
- Experience in the public sector procurement environment is preferred.
- Must possess a comprehensive understanding of competitive bidding law, contract law and trade agreements.
- Must have strong written communication skills with ability to draft documents such as recommendations to executives/ boards, statements of work/descriptions of service for contracts, operating procedures/guidelines, category business cases and reports.
- Must have strong interpersonal skills with ability to communicate effectively with all levels of staff and public in a diplomatic, firm but tactful manner.
- Must have strong time management and organizational skills with the ability to prioritize and manage competing tasks independently with a high level of initiative.
- Must possess strong analytical skills with ability to assess data with detailed accuracy, in order to exercise good judgement and make decisive recommendations.
- Must have excellent customer service skills and communication (email/telephone) manner/ etiquette.
- Must be skilled in the use of a computer and Microsoft Office software (Word, Excel, Outlook) and Purchasing software, with the ability to learn new software quickly and efficiently.
- Must work well in a team environment.
- Professional demeanor is required.
- Ethical conduct is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

### **Why the University of Manitoba?**

Along with being one of Manitoba's top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Comprehensive group benefits and pension plan.
- Competitive vacation time.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba's recruitment site, UM Careers:

**[https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ\\_ID=28584](https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=28584)**

**Closing Date: September 2, 2023**

**Applications will only be accepted if you apply on UM Careers.**

**Your application documents must clearly indicate how you meet the mandatory requirements of the position (i.e. all education, experience, or skills and abilities identified as “required” or “must have”).**

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact [UM.Accommodation@umanitoba.ca](mailto:UM.Accommodation@umanitoba.ca) or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.