



## Assistant Manager, Purchasing Services

At the University of Manitoba our strength lies in our community — individuals who are driven by curiosity and work together to shape a better world.

Our commitment to discovery encompasses everything we do; from the education we offer students to the workplace we offer employees. Experience top benefits, world-class facilities and a community that inspires one another to carve their own path.

Recognized as one of Manitoba's Top 25 Employers for nine consecutive years and one of Canada's Best Diversity Employers, UM is ready to help you take the next step in your career!

### The role:

Reporting to the Manager, Purchasing Services, the Assistant Manager assists in the development, implementation and monitoring of an annual comprehensive business plan which integrates the University's procurement strategies and visions in alignment with the Financial Services and the other University Administrative Unit's Strategic Resource Plans. Responsibilities include:

- Manages the Purchasing Services Department to ensure that they effectively deliver a Supply Chain Management solution which balances the goals and objectives of the University while meeting the needs of their key stakeholder's and constituent's acquisition needs.
- Manages the spend analysis, category analysis, market analysis, category strategy development, supplier selection, product and services consolidation and standardization, competitive tendering and negotiation processes.
- Manages the establishment of Exclusive or Preferred Supplier Agreements for goods and services.
- Identifies and prioritizes sourcing opportunities through comprehensive spend analysis, contract management, future budgets and business plans.
- Assists the Manager, Purchasing Services to identify opportunities for Purchasing Services' involvement in strategic and operational initiatives within the University.
- Researches and keeps abreast of emerging procurement concepts, best practices and related benchmarks, etc.
- Leads complex supplier negotiations or other necessary procurement processes in cases of significant value/importance to the University.
- Maintains and develops relationships with key stakeholders that include Directors, Deans, Department Heads and Business Managers of University Units, Faculties and Departments.
- Manages a staff of 23 full-time employees, whose responsibilities include all aspects of purchasing for the University' providing direct supervision to 3 to 4 Category Leads at the Fort Garry and Bannatyne campuses.
- Coaches Senior Purchasing Category Consultants in their category strategy developments and on the execution of their Category Management and Sourcing Events.
- Defines sourcing portfolio responsibilities, priorities and goals for Senior Purchasing Category Consultants (Leads), consistent with University goals and objectives.

- Assigns and oversees the proper completion of staff appointment forms, flex-time sheets, hourly pay forms, employment postings, etc.
- Responsible for overseeing the department's year-end procedures to ensure a proper and accurate cut-off of purchase transactions.
- Assists the Manager, Purchasing Services in ensuring that appropriate policies, procedures and processes are updated and communicated to the University community.
- Makes recommendations to the Manager on requests for exceptions to Purchasing Policies and Procedures.
- Manages the eProcurement system, the development and use of the program, the synergies required between Purchasing Services and Supplier Payment Services and the adoption and utilization of the program by the University Community.
- Ensures optimal utilization of EPIC and the ERP system by reviewing and researching the use of such software tools, by applying continuous improvement efficiencies, and through effective training in use of the tools.
- Assists the Manager, Purchasing Services in establishing a culture of excellent Customer Service to other Financial Services departments and to the department's University and supplier clients.
- Other duties as assigned.

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

- Supply Chain Management Professional (SCMP) designation is required.
- An Undergraduate degree in a related discipline (e.g. Supply Chain Management, Commerce), Master of Business Administration (MBA) or Master of Science in Management (M.Sc.) specializing in Supply Chain Management is preferred.
- An equivalent combination of education and experience may be considered.
- Six years experience in a managerial role requiring strategic and operational focus on supply chain sourcing and supplier management is required.
- Three years direct experience in strategic leadership, Strategic Sourcing, Category Management, and Project and Change management, in a complex environment, with diverse product and service needs, is required.
- Experience in a public sector environment is desirable.
- Experience and proven history of negotiating substantial savings and operational efficiencies through supplier contracts and agreements 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 program and pension plan.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba's career portal, UM Careers where you will find the full job specification: [https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ\\_ID=15605](https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=15605)

**Closing Date: June 11, 2021**

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

*The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas.*

*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" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.*