

EFFICIENCY MANITOBA, a newly created Crown corporation committed to reducing electricity and natural gas consumption in environmentally sound and cost-effective ways, is accepting candidates interested in a ground-floor opportunity as our dynamic **Procurement Officer**.

ABOUT THE PROCUREMENT OFFICER

Reporting to the Vice President of Finance and Corporate Performance, this function will work collaboratively with the Efficiency Manitoba team to lead the development of processes and policies of the procurement function at Efficiency Manitoba. The successful candidate will manage the timely and efficient sourcing of a variety of materials, equipment and services of varying value, complexity and risk. Efficiency Manitoba is seeking a candidate equipped to address the procurement needs of the organization and confidently provide internal functional leadership while also leading procurement negotiations.

Candidates inspired by the opportunity to help build an organization in its start-up phase and who have the confidence, professionalism and sound judgment to achieve the best overall value for Efficiency Manitoba will want to explore this rare opening.

PRIMARY RESPONSIBILITIES

- Analyse, develop and implement policy to guide the organizations' decision-making related to the procurement of goods, services and equipment.
- Provide internal functional leadership and recommendations while leading procurement-related negotiations with suppliers.
- Review requirements and determine the appropriate sourcing and evaluation strategy required to meet the needs of the organization.
- Provide ongoing communication to involve and keep the leadership team informed, providing a strong level of internal service.
- Define the best negotiation strategies to respond to the needs of the team with the goal of ensuring value for money and optimizing collaboration with suppliers.
- Prepare RFPs and lead teams in evaluating propositions, negotiating price and conditions of contracts.
- Aid in contract management and at times be prepared to lead contract management.
- Undertake necessary research and analysis to accurately and succinctly prepare briefing materials, correspondence and deliver presentations on a variety of issues.
- Evaluate and measure performance of suppliers and ensure accurate and up-to-date supplier performance files.
- Monitor the renewal of contracts.
- Maintain knowledge with respect to: market conditions; government legislation; new technology; supply chain policies, guidelines, procedures and processes related to procurement.
- Update and improve processes to ensure continuous improvement.
- In addition to Procurement responsibilities, provide project coordination and leadership on office projects on behalf of Efficiency Manitoba.

REQUIREMENTS

- Proven ability to organize and manage various concurrent work assignments while meeting deadlines and commitments.
- Demonstrated high degree of initiative, motivation and sound judgement to handle complex procurement assignments, provide expertise, identify opportunities for improvement and resolve challenges.
- Demonstrated diplomacy and tact with proven capability to work effectively in a team environment and communicate with all levels of internal and external stakeholders.
- Advanced understanding of personal computers including Microsoft Office Suite.
- Proficient knowledge of relevant legislation is considered a definite asset.

- Demonstrated project management skills a definite asset.

QUALIFICATIONS

- Bachelor of Commerce degree or relevant University degree, plus a minimum of two years directly related experience, OR
- Two-year diploma in Business Administration with emphasis in procurement plus a minimum of four years directly related experience, OR
- Supply Chain Management Procurement designation and a minimum of two years directly related experience.

Interested candidates are encouraged to submit their formatted (PDF/MSWord) application including their qualifications and experience related to the role and suitability to join Efficiency Manitoba's dynamic team, directly through indeed.ca to our contracted Hiring Assistance Service, One Recruits, ATTN: Laura Wortley, by Tuesday, February 18, 2020.

Women, Indigenous peoples, persons with a disability and visible minority diversity candidates are encouraged to self-declare in their application.

We thank all candidates who apply, however, only those selected for an interview will be contacted.