

PROCUREMENT AGENT

Full Time Employment Opportunity

Reporting to the Procurement Supervisor, the Procurement Agent is responsible for conducting the acquisition of goods and services according to established policies and procedures and acting as a consultative partner to internal customers within the procure-to-pay process.

Duties:

- Provide strategic procurement support to end-users and management during the procurement planning process, pre-tender formulation of requirements, bidding, and contracting phases.
- Contribute to the development of supplier performance metrics within the assigned strategic categories.
- Advise end-users and management on trends, issues, and technologies relevant to the assigned categories.
- Monitor and stay current with new sourcing opportunities and assist end-users in development of suppliers to ensure their capability to meet Manitoba Liquor & Lotteries requirements.
- Provide procurement management of amendments and change orders from/to suppliers and contractors, in collaboration with end-users and project managers, to ensure the integrity of contracts.
- Review and analyze assigned requisitions for goods and services for necessary approvals, specification details and delivery requirements, prior to initiating the acquisition process.
- Assist end-users in developing the specifications.
- Ensure all proposed acquisitions adhere to policy and procedures, and applicable provincial/federal legislation. Identify policy deviations and escalate to the Procurement Supervisor.
- Liaise with vendors regarding bidding opportunities, specification development, product or service availability, and clarification of bid documents, terms and conditions of sale.
- Develop appropriate solicitation documents with corresponding evaluation criteria, and forward to the Procurement Supervisor for review and approval prior to issuance.
- Issue and administer competitive processes within specified timelines and in accordance with applicable policies, laws and regulations.
- Provide vendor/ supplier debriefing upon completion of the bidding process. Liaise with suppliers regarding payment issues and contract performance.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

Primary Qualifications:

- A diploma or degree in Business, Commerce, or a related field.
- A minimum of three (3) years' experience in a purchasing environment.
- Experience in the development and issuance of tender documents, managing supplier relations, and commodity buying.
- Designation as a Supply Chain Management Professional (SCMP) or equivalent professional designation, or an equivalent combination of education and training.
- Specific knowledge/training in proposal writing, customs and trade issues, competitive bidding, negotiation and contract law
- Excellent problem solving and organization skills, a high degree of accuracy and attention to details are required to effectively administer the overall procurement process.
- Strong time management skills and can-do attitude.
- Intermediate skills in Microsoft Office (Word, Excel and Outlook).
- Membership in the Supply Chain Management Association of Canada or equivalent recognized Purchasing Program is recommended.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.
- Satisfactory work performance in the preceding twelve (12) months is a requirement. Attendance rate will be a factor in the pre-screening process.

Secondary Qualifications:

- Bilingual (French/English) language skills.
- Previous experience in a public sector purchasing environment.
- Previous experience in Construction & Facilities procurement category preferred

****Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased, depending on the Collective Agreement.*

Salary: \$28.06-\$34.50
Bargaining Unit: CUPE
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by June 21, 2021.

We thank all interested applicants, however, only those selected for interviews will be contacted.