

## Recruitment Details

*The City of Winnipeg is a vibrant and dynamic organization with many opportunities!*

*We offer a diverse and welcoming work environment that delivers quality services to our citizens.*

# **Bid Opportunity Document and Construction Services Specialist**

## Corporate Finance

Posting No:

### **Closing Date:**

### **Job Profile**

Under the general direction of the Manager of Materials, the Bid Opportunity Document and Construction Services Specialist is accountable for providing bid opportunity document development services and/or for developing and establishing contracts for construction services and related administrative processes. This position operates with a high degree of independence.

As the ***Bid Opportunity Document and Construction Services Specialist***, you will:

1. Provide technical assistance and liaise with internal divisions/departments and organizations by reviewing bid solicitation documents, providing terms and conditions and bidding instructions, scrutinizing bid submissions for conformance to bidding requirements, reviewing and approving recommendation of award reports and assisting in evaluations and negotiations.
2. Develop strategies and determines priorities for the acquisition of goods and services and establishes contracts by determining requirements, maintaining comprehensive knowledge of goods and services with an emphasis on construction and sources of supply.
3. Develop contacts and specifications for goods and services, with an emphasis on construction.
4. Solicit and evaluate offers submitted, interview and evaluate bidders, negotiate terms and conditions of contracts and award or recommend awarding of contracts.
5. Participate in the development of strategic plan related to procurement strategies and developing and implementing policies and standards.

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

1. Post secondary degree in a related discipline.
2. A Supply chain Management Professional designation (or equivalent).
3. 2 – 3 years of materials management experience including experience in the preparation and administration of complex contracts with public procurement.
4. Strong decision making and analytical skills including the ability to solve difficult problems, analyze and evaluate information, identify and distinguish between relevant and irrelevant information and draw sound conclusions.
5. Strong oral and written communication skills.
6. Demonstrated organizational skills with the ability to establish priorities, identify opportunities and risks, manage a diverse work load and be able to work under stressful conditions.
7. Demonstrated ability to work in a team environment and committed to achieving goals and producing quality results.
8. Proficiency using a variety of automated programs including Microsoft Office Software (Word, Excel, Outlook and PowerPoint) along with the aptitude for learning new software applications.

9. Thorough knowledge of and previous experience applying the principles and practice of materials management.
10. Demonstrated ability to formulate and control budgets would be considered an asset.

**Conditions of employment:**

1. 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.
2. Police Information Check satisfactory to the employer will be required from the applicant, at their expense.

**CORE COMPETENCIES for ALL EMPLOYEES OF THE CITY OF WINNIPEG:**

3. Citizen & Customer Focus
4. Respecting Diversity
5. Ethics and Values
6. Integrity and Trust
7. Results Oriented

**How to Apply**

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

1. Current resume (**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 in PeopleSoft through the Careers tile on the Employee Self Service homepage. The City of Winnipeg uses the [Korn Ferry Architect Competency Model](#) as part of the recruitment process.

**Position Type: Permanent**

**Salary: \$2,622.80 - \$3,433.81** biweekly as per the WAPSO Grade 3 classification.

**Hours of Work: 8:30 am - 4:30 pm**

**Employee Group: W.A.P.S.O.**

**Contact Person: Laurel Breault, HR Consultant Phone No.: (431) 374-2969**

**Position Reports To: Procurement Coordinator**

***WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.***

**Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.**