

**Requisition ID:** 42921

**City:** Winnipeg

**Full Time, Days**

## **Position Overview**

Under the general direction of the Director, Contracting Services, the Contract Specialist will be responsible for providing leadership and contracting expertise in the development of initiatives for a variety of equipment, products and services required by the facilities and/or Programs. The incumbent's duties include:

- Participates as a team member in the development of contracting initiatives with various clinical and support services user groups.
- Organizes workload and resources to meet deadlines and contracting requirements.
- Drafts various competitive bid documents such as Request for Tenders and Request for Proposals as well as various contractual documents.
- Facilitate evaluation of proposals in conjunction with appropriate clinical or technical representatives.
- Maintains effective communications with Vendors on a variety of contractual and service issues.
- Strategic planning
- Supports continual improvement of processes and outcomes.

## **Experience**

- Three to five years experience in a contracting and health care environment.

## **Education (Degree/Diploma/Certificate)**

- Undergraduate degree or completion of Supply Chain Management Program or equivalent education and experience.

## **Qualifications and Skills**

- A good working knowledge of business software particularly Microsoft Office (Word and Excel).
- A sound knowledge of contract law.
- Excellent interpersonal skills.
- Ability to lead groups into achieving consensus.
- Ability to function in a team oriented environment.
- Ability to apply creative approaches to problem solving and contract strategies.
- Ability to multi-task.

Salary is commensurate with education and qualifications.

**This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.**

*Interviewed candidates may be called upon to participate in a skills assessment.*

*Any application received after the closing time will not be included in the competition.*