

Purchasing Director, Finance

Full Time, Regular

Competition #33-24/25

Brandon, Manitoba

Salary: \$108,712.36 to \$138,765.36 annually

Classification: Excluded

About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable thriving workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: creativity, collaboration, and courage.

Position Overview:

As the Purchasing Director reporting directly to the Chief Financial Officer, you'll play a pivotal role in shaping the strategic vision and leadership for our college's procurement functions. Your expertise in administration and fiscal management will be key as you work closely with internal teams and external partners to fulfill business needs while adhering to policies and regulations. You'll also focus on optimizing total cost of ownership throughout the entire product and service lifecycle, ensuring we get the best value possible.

Key Responsibilities:

- ▶ Strategic and innovative development of procurement within the college that will maximize value for money, achieve organizational goals and meet external and internal compliance through the support and development of best practices across the organization.
- ▶ Act as a change agent in leading the implementation of best-in-class centralized procurement strategy by implementing an operating model and governance structure for strategic sourcing that is driven from an organization-wide perspective.
- ▶ Provide direct management and supervision to purchasing staff.
- ▶ Provide leadership, guidance and advice in the management of the purchasing function at Assiniboine within the context of external and internal policies and guidelines.
- ▶ Responsible for approving purchasing transactions for Assiniboine as set by policy limits.
- ▶ Develop all tender specifications, terms and conditions with internal customers for proposals, including the bidding process (e.g. preparation of specifications, evaluation of bids, recommendation of vendors, preparation of agreements etc.) for the purpose of securing goods or service in compliance with policies.

Qualifications:

- ▶ Relevant education and appropriate accreditation with relevant local, provincial and/or national supply chain/procurement associations (e.g., SCMA) or equivalent.
- ▶ Seasoned supply chain business experience that includes complex sourcing, supplier management as well as contract management experience or equivalent combination of education and experience.
- ▶ Experience leading and managing staff
- ▶ Experience leading change management projects

****Please review the attached job description for more detailed information. ****

This competition will remain open until the position is filled.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the national homeland of the Red River Métis.