



Procurement Agent

Job Title: Procurement Agent

Status: Permanent, Full Time

Reports to: Manager, Supply Chain

Closing Date: August 14, 2024

The Organization

Winnipeg Airports Authority (WAA) is a community-based, non-share capital corporation that operates, manages, maintains, and invests in the Winnipeg James Armstrong Richardson International Airport and affiliate businesses. Operating on a multi-site property, WAA is responsible for airport operations, security, facilities, parking, ground transportation and communications.

With an ever-expanding airport campus, WAA is a critical player in the development of one of Canada's strategic transportation hubs. As a perennial "Top Manitoba Employer", WAA prides itself as an organization that attracts engaged employees with the right skills, in the right place, and at the right time. <http://www.waa.ca>

The Opportunity

Reporting to the Manager, Supply Chain, the Procurement Agent will provide supply chain services for the procurement of products and services while ensuring adherence to WAA Procurement Policy. This position will work with business units to gather requirements, competitively source suppliers (multiple quotes, RFX) provide purchasing and contracting services, including creating purchase orders and drafting of templated contracts, and ensure that required compliance documentation is received from suppliers. The Procurement Agent will also provide support throughout the supply chain process, within warehousing, shipping, and receiving.

Responsibilities include:

- Coordinate requested purchases and contracts from various departments in line with practices, such as multiple quotations, volume discounts, consolidation, documentation, and delivery dates.
- Provide cost savings through RFX process to ensure best value.
- Coordinate returns for items requiring repair or credit to vendors.
- Provide support with the vendor managed inventory systems.
- Action assigned items from Supply Chain Mailbox in line with applicable policies, plans, procedures, and work instructions.
- Create purchase orders and populate required templates for contract services.
- Work with Business Owner(s) through supplier onboarding stage, ensuring compliance with respect to insurance, WCB and safety-related documentation as per contract terms.
- Investigate and follow up with the appropriate business units to provide or receive technical guidance on special purchases.
- Communicate with suppliers regarding specifications, supplementary conditions, terms of payment, insurance conditions etc. for inclusion with contract documents and purchase orders.
- Under the guidance of the Supply Chain Team Lead/Manager/Legal, assess and recommend proposed contract amendments for execution.
- Maintain a source supply list for key products/services.



- Administration and maintenance of purchase orders and contracts within financial system and in accordance with departmental procedures for shared visibility and to meet audit requirements.
- Achieve resolution with finance on any anomalies that occur to any part of the process.
- Review open purchase orders regularly to ensure that contracts and overdue purchases are resolved and closed in the periods for which the work occurred.
- Assist with basic support levels for Warehouse Services when resources are limited or unavailable. This includes operating warehouse equipment/lifting to 50 lbs.
- Participate in any required stocktaking in conjunction with the Warehouse Coordinator.
- Assist in the stock replenishment and regular review of minimum and maximum levels in conjunction with the Warehouse Coordinator.
- Help coordinator disposal/replenishment activities for various corporate assets, including office furniture and tools/equipment.

Selection Criteria include:

- University degree and/or college diploma in Supply Chain and/or equivalent years of experience.
- Two (2) years' experience as buyer or procurement agent.
- Critical thinking, problem-solving and negotiating skills.
- Excellent interpersonal skills and the ability to collaborate with cross-functional business partners to achieve results.
- Ability to work independently and assess competing priorities with great attention to detail.
- A skilled communicator both verbally and in writing.
- Resourcefulness and the ability to manage multiple initiatives with strong prioritization skills.
- Numerical/Analytical skills
- Knowledge of airport products and services is considered an asset.

Work with us!

- Highly competitive salary.
- Full Benefits package of Health, Dental & Vision.
- DC Pension Plan.
- Healthcare Spending Account to use on additional benefit expenses.
- Lifestyle Spending Account to use on Wellness expenses such as health and fitness.
- Employee Assistance Program.
- Supported Training & Development opportunities.
- Opportunity to work with a high functioning team of professionals on a diversified portfolio; and
- Awarded Manitoba's Top Employers 13 consecutive years.

Condition of employment is the ability to obtain and maintain an Airport Restricted Area Identification Card. Winnipeg Airports Authority is an equal opportunity employer committed to diversity, equity, inclusion, and accessibility. We encourage all qualified applicants experiencing barriers to equity to self-identify in their application.

Accommodations are available upon request during the assessment and selection process.