

RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact [humanresources@rrc.ca](mailto:humanresources@rrc.ca).

## **Strategic Sourcing Specialist (Regular, Full-Time)**

### **Procurement and Logistics**

**POSITION TYPE:** Full-Time Position Available

**SALARY:** \$70,441 - \$99,301 per annum

**POSITION LOCATION:** Notre Dame Campus (Winnipeg, MB)

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. First consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. First consideration will also be given to internal applicants. For more information about our hiring practices, please visit: [www.rrc.ca/hr/work/hiring-process/](http://www.rrc.ca/hr/work/hiring-process/).

Career support is available to both internal and external candidates who self-identify as Indigenous (First Nations, Métis, or Inuit) interested in joining our team. For application guidance, interview tips, or to stay connected about future opportunities, contact our Indigenous Recruitment Consultant at [Indigenoustalent@rrc.ca](mailto:Indigenoustalent@rrc.ca).

**ELIGIBILITY LIST:** This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

### **DUTIES**

This role is responsible for full-cycle procurement activities for competitive and non-competitive acquisitions in accordance with policies, regulations, and Trade Agreements. Effectively manages internal and external stakeholders through strong communication to deliver best-value outcomes for the College. Drives continuous improvement by enhancing procurement processes and identifying innovative contracting and contract-management efficiencies.

## **REQUIRED QUALIFICATIONS**

- Undergraduate degree in Procurement, Business Administration, Supply Chain, or a related field, combined with completion of Level 3 or higher in the SCMP program, CIPS Diploma, CPP designation, or an equivalent combination of education and experience
- Minimum 3 years of experience conducting full-cycle procurement in a public-sector or regulated environment with demonstrated knowledge of procurement policies, contract law, regulations, and applicable Trade Agreements (e.g., CFTA, CETA)
- Proven ability to lead competitive procurement processes, develop sourcing strategies, and draft procurement documents such as RFPs, RFQs, evaluation criteria, and contract terms
- Strong stakeholder management skills with the ability to communicate complex procurement requirements clearly
- Solid contract management knowledge, with experience identifying process or efficiency improvements
- Advanced analytical and critical thinking skills with the ability to analyze supplier proposals and support best-value decisions
- Exceptional attention to detail, organizational skills, and ability to manage multiple concurrent procurement projects
- Demonstrated sound judgement, ethical decision-making, and adherence to procurement best practices
- Experience supervising procurement or administrative staff, including providing guidance, support, and managing resources to meet deadlines
- Knowledge of equity, diversity, and sustainability principles, including sustainable procurement, supplier diversity, and social procurement practices
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

## **ASSET QUALIFICATIONS**

- Proficiency with procurement or ERP systems and strong MS Office skills

## CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check
- This position is hybrid, allowing remote work; however, the employee is required to be on-site a minimum of two (2) days per week, as determined by operational needs

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

RRC Polytech campuses are located on the lands of the Anishinaabeg, Ininiwak, Anishininwak, Dakota Oyate, and Denésuline, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.