

Senior Procurement Coordinator

The University of Manitoba is a driving force of innovation, discovery and advancement. Our momentum is propelled by our campus community – UM faculty, staff and students whose determination and curiosity shape our world for the better. Our teaching, learning and work environment is uniquely strengthened and enriched by Indigenous perspectives. With two main campuses in Winnipeg, satellite campuses throughout Manitoba, and world-wide research, UM's impact is global.

Discover outstanding employee benefits, experience world-class facilities and join a dynamic community that values reconciliation, sustainability, diversity, and inclusion. We are one of Manitoba's Top Employers and one of Canada's Best Diversity Employers. At the University of Manitoba, what inspires you can change everything.

The opportunity:

The University of Manitoba is looking for a Senior Procurement Coordinator. This position works closely with the Category Lead, Architectural & Engineering Services (AES), UM Capital Finance, Project Managers, and other stakeholders to proactively plan and provide support for procurement strategies. Responsibilities include gathering requirements, developing competitive bid documents under the direction of the Category Lead, managing evaluations, facilitating the awarding of contracts, and processing amendments and change orders. The SPC also leads category spend analysis, supports strategic sourcing initiatives, and manages supplier relationships to ensure project objectives are met.

The qualifications and experience we're looking for:

- Certified Supply Chain Management Professional designation (SCMP) and membership required.
 - Post-secondary education in Materials Management/Supply Chain Management is an asset.
 - EXPERIENCE:
 - Seven years computerized purchasing/buyer experience with a minimum of 3 years in a supervisory capacity is required.
 - Experience with purchasing policies, practices and contractual terms and conditions required.
 - Experience in RFP and RFQ development for progressively more complex projects is required.
 - Emphasis on the purchase of construction services and supplies strongly preferred.
 - Experience in category management and strategic sourcing preferable.
 - Experience within a public sector environment preferred.
 - An acceptable equivalent combination of education and experience may be considered.
 - Must work well in a team environment.
 - Must be able to analyze a situation quickly and make instant decisions on such analysis.
 - Must be able to work well with and guide large cross functional stakeholder groups across the organization.
 - Strong negotiation skills is required.
 - Familiarity with a formal e-procurement system is required.
 - Must possess a high level of professionalism and ethics.
 - Strong verbal and written communication skills is required.
 - Ability to provide effective coaching, feedback and mentoring to others on task or process specific duties required.
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- Must be able to analyze a situation accurately and quickly and make instant sound decisions on such analysis.
- Must be skilled in the use of a personal computer and desktop software Microsoft Office (Excel, Word, Outlook and PowerPoint) and Purchasing software and the ability to learn new software quickly and efficiently.
- Requires a wide range of technical knowledge in the construction and engineering fields, a sound knowledge of purchasing policies, practices, contractual terms and conditions.
- Excellent time management and organizational skills including the ability to prioritize a multitask workload with a high level of initiative are required.
- Strong customer service and interpersonal skills possessing the ability to communicate effectively with all levels of staff and public in a diplomatic, firm but tactful manner, maintaining good relations with other University departments is required.
- Demonstrated ability to provide excellent customer service is required.
- Ability to adapt to an ever-changing environment is required.
- Ability to analyze and interpret e-procurement software data, process flows and configuration logic is required.
- Satisfactory work record, including satisfactory attendance and punctuality, is required.

‘Why the University of Manitoba?’

Along with being one of Manitoba’s top employers, we are proud to provide a collaborative and enriching work environment. In addition to a strong compensation package with a competitive salary, the University provides an exceptional workplace that includes:

- Comprehensive group benefits and pension plan.
- Competitive vacation time.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Apply today through the University of Manitoba’s recruitment site, UM Careers:
https://viprecprod.ad.umanitoba.ca/DEFAULT.ASPX?REQ_ID=41574

Closing Date: November 7, 2025

Applications will only be accepted if you apply on UM Careers.

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities).

If you require accommodation supports during the recruitment process, please contact UM.Accommodation@umanitoba.ca or 204-474-7195. Please note this contact information is for accommodation reasons only.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of *The Freedom of Information and Protection of Privacy Act* (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.

