

Junior Purchasing Consultant

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 Junior Purchasing Consultant. This position is a buyer supporting overall University of Manitoba acquisitions. This includes competitive bidding, awarding of contracts, approval of change orders, analysis of category spends, sourcing events to save costs and the management of suppliers.

The qualifications and experience we're looking for:

- Completion of at least one module and two interactive workshops in Supply Chain Canada (SCC) Supply Chain Management Professional (SCMP) Designation program is required.
 - Enrollment in SCC's SCMP Designation program is preferred.
 - Post-secondary education in a related discipline (e.g. SCC's Supply Management Training [SMT] program, Commerce, Business Administration) is an asset.
 - 4 years junior buyer/purchasing experience is required.
 - Experience with the technical functionality of an eProcurement system (preferably SAP Ariba) is required.
 - Experience in the public sector procurement environment is preferred.
 - Experience in RFP/RFQ/RFT development is preferred.
 - Experience in category management and strategic sourcing is preferred.
 - An acceptable equivalent combination of education and experience may be considered.
 - Must have good command of the English language and general knowledge of Purchasing management concepts and general business terminology.
 - Must have good understanding of competitive bidding process/law, trade agreements and contract law.
 - Must pay attention to detail and utilize/administer financial and other data with accuracy.
 - Must have excellent customer service skills and phone manner/etiquette.
 - Must have good written communication skills with ability to draft clear, concise and accurate documents.
 - Must have good interpersonal skills with ability to communicate effectively with all levels of staff and public in a diplomatic, firm but tactful manner.
 - Must have good time management and organizational skills with the ability to prioritize and manage competing tasks independently with a high level of initiative.
-

- Must have good analytical skills with ability to assess data with detailed accuracy, in order to exercise good judgement and make decisive recommendations.
- Must be skilled in the use of a computer and Microsoft Office Software (Excel, Word, and Outlook) and Purchasing software, with the ability to learn new software quickly and efficiently.
- Must work well in a team environment.
- 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=44390

Closing Date: March 13, 2026

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.
