



EMPLOYMENT OPPORTUNITY

Closing Date: 2025/12/15

Procurement Advisor Winnipeg, MB

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers! We are a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that champions safety, supports innovation, and delivers on our commitment to customer service - while actively fostering a diverse, equitable, and inclusive workplace reflective of the communities we serve.

Great Benefits

- Competitive salary and comprehensive benefits package.
- Defined-benefit pension plan for long-term financial security.
- Nine-day work cycle, typically resulting in every other Monday off to support a balanced approach to work, family life and community.
- Flex-time and partially remote work schedule (providing the option to work remotely 3 days per 2-week period), depending on nature of work, operational requirements and work location.

Position Overview:

Under the general direction of the Procurement Supervisor and the guidance of the Procurement Team Lead, the Procurement Advisor will be responsible for the timely and efficient strategic procurement of goods and/or services of moderate value, complexity and risk. The applicant shall exhibit professionalism, expertise and meaningful insight ensuring the best overall value for the Corporation in accordance with the corporate policies, Trade Agreements, NERC CIP-013 Cyber Security, Supply Chain Risk Management, Procurement Law, Contract Law and best practices. **This is a term opportunity for a period of approximately 12 months.**

Responsibilities:

- Responsible for the procurement of goods and/or services applying professional expertise as well as critical and innovative thinking to maximize efficiency.
- Oversee and provide procurement direction the end-to-end evaluation process of tenders with internal business partners.
- Responsible to work efficiently being conscious to balance time and effort while collaborating with customers daily to promote the best procurement strategy for the best outcome.
- Responsible to host the project kick off meetings, collaborate with the customer to draft, edit, execute, and gain consensus on the final tender document, then post and close the tender documents (including but not limited to Request for Quotation (RFQ), Request for Proposals (RFP), Request for Pre-Qualifications (RFPQ)).
- Responsible to upload and close the RFx to MERX, document the confidential bid information and send the proponents bids to the customer while ensuring the evaluation process is transparent, fair and within the Trade Agreement guidelines.
- Interpret, present to persuade and apply knowledge in day-to-day discussions with the customer.
- Responsible for writing, editing, and issuing the tender document to reflect the Corporate Policies, procurement strategy and contract law.
- Ability to perform all transactions in SAP.
- Provide on-going communication with various departments, suppliers/vendors and business partners, informally or formally, verbally or in writing, to develop and maintain strong business relationships.
- Develop appropriate procurement and evaluation strategies through consultation with internal business partners.
- Facilitate project kick off meetings with internal business partners including contract negotiations, contract award and vendor debrief with suppliers/vendors.
- Guide and often lead the process in supplier relationship management activities and update performance files as required. Overseeing the award of the contract to suppliers.
- Ability to conduct market assessments through research, preparation of reports and spreadsheets and provide overall analysis.
- Performs other duties as required or assigned which are reasonably within the scope of the duties in this job classification.

Qualifications:

- Four-year Bachelor of Commerce degree or relevant degree from a university of recognized standing plus two years directly related experience;
OR
- Two-year Post Graduate Diploma in Global Logistics and Supply Chain Management from an institute of recognized standing plus three years of directly related experience;
OR
- Supply Chain Management Professional (SCMP) designation plus one year directly related experience.
- Proven ability to manage multiple responsibilities, plan and prioritize effectively, identify opportunities and risks, manage a diverse workload, and adapt to available changing conditions.
- Demonstrated degree of diplomacy and tact with proven capability to effectively communicate and negotiate.
- Must have good understanding of competitive bidding process and contract law.
- Must have good analytical skills with ability to assess data with detailed accuracy, to exercise good judgement and make decisive recommendations.
- Strong interpersonal, written, and oral communication skills.
- Strong presentation and facilitation skills.
- Thorough knowledge of SAP and Microsoft Office Software applications (Excel, Word, PowerPoint, Teams and SharePoint) .
- Understanding of public sector procurement and Trade Agreements would be an asset.
- General knowledge of government legislation including but not limited to Workers' Compensation Act, Workplace Safety and Health Act, Builders' Liens Act and Federal and Provincial sales taxes.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$31.94-\$44.18 Hourly, \$61,202.96-\$84,652.88 Annually.

Apply Now!

Ready to join a team that energizes Manitoba and puts safety, innovation, and inclusion at the heart of everything we do? Visit www.hydro.mb.ca/careers to learn more about this position and to apply online.

Application deadline: DECEMBER 15, 2025.

We appreciate your interest in Manitoba Hydro and thank all applicants. Only those selected for the next stage of the selection process will be contacted.

If you require accommodations during the recruitment process or need this posting in an accessible format, please let us know - we're committed to a barrier-free experience for all candidates.

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