



Employment Opportunity

Generating bright futures

Closing Date: 2022/05/24

PROCUREMENT ADVISOR

Winnipeg, MB

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!

Manitoba Hydro is 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 supports innovation, commitment and customer service.

Manitoba Hydro would like to invite qualified candidates to apply for the position of Procurement Advisor within the Supply Chain Division. This selection will be used to staff three full-time permanent positions.

The Procurement Advisor, under the general direction of the Procurement Supervisor and the guidance of the Procurement Team Lead, is 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 and best practices.

Responsibilities:

- Responsible for the procurement of goods and/or services applying professional expertise as well as strategic and innovative thinking to maximize efficiency.
- Develop appropriate sourcing and evaluation strategies through consultation with internal business partners.
- Ability to conduct market assessments through research, preparation of reports and spreadsheets and provide overall analysis.
- Develop and issue tender documents (including but not limited to Request for Quotation (RFQ) and Request for Proposals (RFP).
- Oversee and participate in the evaluation of tenders with internal business partners.
- Participate with the Procurement Team Lead and internal business partners in select contract negotiations with suppliers.
- Prepare, issue and award contracts with suppliers.
- Participate in supplier relationship management activities and update performance files as required.
- Provide on-going communication with various departments, informally or formally, verbally or in writing, to develop and maintain strong business relationships.
- Utilize corporate applications and maintain files, records and databases associated with departmental functions.
- Assume other duties as assigned during peak work periods or absences.

Qualifications:

- Bachelor of Commerce degree or four-year relevant degree from a university of recognized standing with a major in supply chain plus a minimum of one year directly related experience;
OR
- Post Graduate Diploma in Global Logistics and Supply Chain Management from an institute of recognized standing plus a minimum of three years' directly related experience;
OR
- Supply Chain Management Professional (SCMP) designation or equivalent professional designation and a minimum of five years' directly related experience;
OR
- Equivalent combination of education and experience.
- Strong presentation and facilitation skills.
- Thorough knowledge of Microsoft Office applications.
- 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.

Great Benefits

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$29.94-\$41.41 Hourly, \$57,373.68-\$79,355.90 Annually.

Apply Now!

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online. **The deadline for applications is MAY 24, 2022.**

We thank you for your interest and will contact you if you are selected for an interview.

This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.