



EMPLOYMENT OPPORTUNITY

Closing Date: 2025/12/29

Procurement Team Lead

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 a Procurement Supervisor, the Procurement Team Lead will be responsible for the overall operational performance of a procurement team ensuring the timely and efficient strategic procurement of goods and/or services within the procurement team. The Procurement Team Lead will also be responsible for procurement of high complexity, risk and value. The applicant shall exhibit professionalism, expertise, leadership and meaningful insight, ensuring the best overall value for the Corporation in accordance with corporate policies, Trade Agreements, NERC CIP-013 Cyber Security, Supply Chain Risk Management, Procurement Law and best practices.

Responsibilities:

- Provide leadership, coordination, coaching, mentoring, and training while providing development opportunities within a procurement team ensuring the effective and tactical procurement of a variety of goods and/or services.
- Responsible to assign and prioritize work to their team members while providing guidance, and support including attending project Kick off meetings and subsequent meetings.
- Responsible 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).
- Develop analytical and evaluation strategies and assess/mitigate risk for overly complex work packages that best meets the internal business partner's needs.
- Assist in the review of all tender documents within the procurement team.
- Perform all required SAP transactions.
- Facilitates negotiations and/or provide support to team members negotiating with internal customers, suppliers and legal to finalize contracts for very high values.
- Provide procurement direction in the end-to-end evaluation process of tenders with internal business partners.
- Provide procurement guidance and review of award recommendations and at times, prepare and issue corporate award recommendations.
- Oversee and Lead with internal business partners in vendor debriefs and performance with suppliers/vendors.
- Responsible to support Stakeholders and supplier relationships while identifying the best procurement strategy considering Trade Agreements, Procurement Law, and Contract Law to meet the procurement needs of the Corporation.
- 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.
- Assist and provide input in coordination of annual performance appraisals, to the Procurement Supervisor.
- Conduct market assessments through research, preparation of reports, and spreadsheets and provide overall analysis.
- Perform other duties as required or assigned which are reasonably within the scope of the duties in this job classification.

Qualifications:

- Bachelor of Commerce degree or four-year relevant degree from a university of recognized standing and four years' directly related experience;
OR
- Post Graduate Diploma in Global Logistics and Supply Chain Management from an institute of recognized standing and five years' directly related experience;
OR
- Supply Chain Management Professional (SCMP) designation or equivalent professional designation and four years directly related experience.
- Demonstrated ability and experience in organizing the work environment and work loads of a procurement team which includes training and supervision.
- Demonstrate high degree level of initiative and motivation 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 thorough 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.
- Thorough understanding of public procurement and Trade Agreements.
- Strong interpersonal, written and oral communication skills.
- Strong presentation, facilitation and leadership skills.
- Thorough knowledge of Microsoft Office Software applications and SAP (Excel, Word, PowerPoint, Teams and SharePoint).
- Complete understanding of Corporate Procurement Policies and Procedures.
- Advanced understanding 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 \$41.98-\$57.92 Hourly, \$80,437.76-\$110,992.96 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 29, 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.

#IND1