



EMPLOYMENT OPPORTUNITY

Closing Date: 15.09.2026

Senior Procurement Advisor (12-Month Term)

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.

Position Overview:

Under the general direction of the Procurement Supervisor and the guidance of the Procurement Team Lead, the Senior Procurement Advisor has a pivotal role in shaping and executing Manitoba Hydro procurement strategy, while collaborating and building relationships as a liaison between stakeholders for the targeted customer group. The Senior Procurement Advisor is responsible to provide subject matter expertise to drive value, mitigate risks and align procurement with broader business goals, while exhibiting professionalism, leadership, and meaningful insight ensuring the best overall value for the Corporation in accordance with the corporate policies, Trade Agreements, NERC CIP-013 Cyber Security compliance, Supply Chain Risk Management, Procurement Law, and best practices.

Responsibilities:

- Develops and implements procurement strategies that support organizational goals.
- Builds Strong relationships across departments to understand the needs and deliver tailored procurement solutions.
- Oversees the full lifecycle of contracts – from drafting and negotiation to compliance and renewal.
- Identifies and mitigates financial, legal and reputational risks in procurement activities.
- Oversee and provide procurement direction through to the end-to-end evaluation process of tenders with internal business partners and manage the evaluation process with stakeholders for corporate contracts.
- Responsible to work in a tactical and strategic manner considering multiple stakeholders, while maintaining a deliverable schedule to ensure time management to gather and analyze complex information.
- Responsible to organize and lead subject matter expert(s) and project leaders to review required information and approve complex technical requirements while ensuring the deliverable meets the desired outcome and deadline.
- 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.
- Demonstrate expert knowledge and ability to communicate corporate Policies, Trade Agreements and Contract Law to identify multiple procurement and evaluation strategies required to meet the project objective and timeline.
- Responsible to provide Executive Recommendations relating to procurement of goods and/or services of high value, complexity, and risk, ensuring the best overall value for the corporation in accordance with the corporate policies, and Trade Agreements.
- Ability to execute all applicable transactions in SAP.
- Lead and guide the process in supplier relationship management activities and update performance files as required.
- Provide training and mentoring in assistance with the development of new team members within the department and to internal customers.
- Ability to 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 three years directly Or
- Post Graduate Diploma in Global Logistics and Supply Chain Management from an institute of recognized plus technical courses in procurement and four years directly related experience.
- Or
- Supply Chain Management Professional (SCMP) designation or equivalent professional designation and two years directly related experience.
- 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 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.
- Strong interpersonal, written, and oral communication skills.
- Strong presentation, facilitation, and leadership skills.
- Thorough knowledge of SAP and Microsoft Office Software applications (Excel, Word, PowerPoint, Teams and SharePoint)
- Thorough understanding of public procurement and Trade Agreements.
- 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 \$37.85 - \$52.37 Hourly, \$72,521.80 - \$100,347.78 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: September 15, 2026

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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