

Purchasing Consultant

At the **University of Manitoba** our strength lies in our community — individuals who are driven by curiosity and work together to shape a better world.

Our commitment to discovery encompasses everything we do; from the education we offer students to the workplace we offer employees. Experience top benefits, world-class facilities and a community that inspires one another to carve their own path.

Recognized as one of Manitoba's Top 25 Employers for the ninth consecutive year and one of Canada's Best Diversity Employers, the U of M is ready to help you take the next step in your career!

The role:

The **Purchasing Consultant** is an intermediate-level buyer supporting overall acquisitions at the University of Manitoba. This includes competitive bidding, awarding of contracts, approval of change orders, analysis of category spend, sourcing events to save costs, and the management of suppliers.

The qualifications and experience we're looking for:

- Completion of all course work (modules and interactive workshops) of the Supply Chain Management Professional (SCMP) Designation Program is required (leaving only Leadership Residency and Final Examination necessary for achievement of designation).
 - Post-secondary education in a related discipline (e.g. Supply Chain Management, Commerce, Business Administration) is an asset.
 - An acceptable equivalent combination of education and experience may be considered.
 - Five years' intermediate level purchasing/buyer experience in a public sector environment, with a minimum of one year supervisory experience is required.
 - Experience in complete RFP/RFQ administration (leading all stages from development to selection) is required.
 - Experience in RFP Best Value Procurement methodology is preferred.
 - Experience in category management and strategic sourcing is preferred.
 - Specific to the General Supplies and Services Category, experience in customs and transportation, supporting operations and maintenance of facility infrastructure and grounds, and consulting services is preferred.
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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 program and pension plan.
- Employee and Family Assistance Program.
- A full spectrum of professional development opportunities.

Ready to take the next step in your career? Apply today through the University of Manitoba's career portal, UM Careers where you will find the full job specification:

[HTTPS://VIPRECPROD.AD.UMANITOBA.CA/DEFAULT.ASPX?REQ_ID=17968](https://viprecprod.ad.umanitoba.ca/default.aspx?req_id=17968)

Closing Date: October 26, 2021

Applications will only be accepted if you apply on UM Careers.

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual and gender identities, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.

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" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.