



Senior Purchasing Agent

September

Opportunity

As we all do our part to limit the spread of COVID-19, AIMCo has adopted a virtual interviewing process.

AIMCo's Procurement department plays a key role in upholding our commitment to doing business the right way. As strategic business partners to the organization, the team is instrumental in optimizing the use of resources and ensuring that AIMCo receives the best value for every dollar spent, while adhering to contractual and governance requirements.

As a Senior Purchasing Agent, you will support AIMCo's center-led Procurement function by providing subject matter expertise to contract managers to guide, support, facilitate and execute timely and cost-effective procurement activities. Leveraging a newly implemented procurement management system, you will study data to provide valuable insights and strategic consultation to the organization, while contributing to the evolution of procurement at AIMCo.

Responsibilities

- Providing relevant guidance and advice regarding the complex procurement of goods and services that align with intended business outcomes, goals and deliverables
- Supporting, monitoring and controlling related governance surrounding policies, trade agreements, legislation, process workflows and best practices
- Assisting contract managers with defining clear and concise business needs and articulating those needs in a logical and well-defined manner along with validated evaluation criteria to ensure that resulting procurement documentation (e.g. RFP, RFQ, RFI) and contract documents support desired business outcomes and objectives
- Producing, reviewing and editing procurement and contract documentation for accuracy, clarity, consistency and compliance
- Managing, facilitating and supporting competitive procurements with a view to fairness, objectiveness, transparency and compliance
- Supporting contract managers and legal counsel in contract negotiations and re-negotiations as required
- Providing guidance and advice for contract management activities related to issue management, vendor relationship management,

contract renewals and amendments, invoicing and contract close-out activities

- Committing to continuous improvement by identifying opportunities to restructure business processes, online supporting applications, templates and other procurement artifacts
- Developing and maintaining positive working relationships with internal and external stakeholders alike

Our Ideal Candidate

- Holds a University Degree in Supply Chain Management, Business or a related field
- 5+ experience proactively promoting Procurement best practices and compliance activities
- Demonstrated experience negotiating contracts and agreements
- Knowledge of applicable trade agreements (CETA, CFTA, NWPTA) and government legislation (FOIPPA, FFA)
- Public sector procurement experience is preferred
- Exceptional expertise writing, reviewing and editing procurement and contract documentation
- Solutions-orientated and highly proactive while adhering to policies and governance requirements
- Demonstrates a strong commitment to AIMCo's core values of excellence, transparency, humility, integrity and collaboration, and inspires the same in others

Success Measures

One-year success will be based upon the ability to translate client requirements into successful contracts. Spearheading a collaborative approach to meeting the needs of a diverse group leaders within the organization. Our ideal candidate will succeed in the role by showcasing empathy, drive and passion for making things better. By contributing to the strategic evolution of the procurement function, the Senior Purchasing Agent will be a champion of how best things can get done in support of all Albertans.

About AIMCo

AIMCo is one of Canada's largest and most diversified investment managers, with over \$118 billion of assets under management for 31 clients, a diverse group of Alberta public sector pension plans, endowment funds, and government accounts representing all Albertans.

We are a global player, searching the world for financial investments which will ensure the long-term prosperity and financial security of all Albertans. We foster a culture that values the ingenuity, diversity and dedication of our talented team.

Application Instructions

Final candidates will be asked to undergo a security screening, which includes a credit bureau and a criminal record investigation, the results of which must be acceptable to AIMCo. We are reviewing applications on a rolling basis.

Location

Edmonton

For more information and to apply visit aimco.ca/careers