

Procurement Manager
Permanent
Supply Chain Department
Competition No. C117421 PCMG (E)

As a member of the Supply Management team, this position is accountable for the following:

- Manage the procurement of goods and services to ensure the NLC receives the best value for its money and items are acquired in a timely and efficient manner by applying purchasing techniques and ensuring that transactions comply with NLC policy and Public Procurement Act and Regulations;
- Manage the public procurement and contracting processes for the NLC by working with departments, advising on tender specifications, and managing the tender process including advertisements, closings, public openings and awards;
- Manage the procurement of goods for resale by using the NLC's Demand Planning and Replenishment system to minimize the NLC's investment in inventory while adhering to establish service level targets to ensure a consistent flow of product to the NLC's Corporate and Express Stores;
- Maintain an effective working relationship with all stakeholders, including the general public, suppliers, industry agents and representatives, transport carriers, international freight forwarders, and other departments within the Corporation to help ensure the fulfillment of the NLC's Corporate Business Plan;
- Supervises, direct and motivate subordinate staff in the transactional function of purchasing and procurement.

For consideration as a potential candidate, the individual should possess the following qualifications:

- University Degree in Commerce or Business Administration;
- SCMP designation or equivalent training;
- Three (3) to Five (5) years experience with public procurement and contracts administration;
- Progressively responsible experience in procurement;
- Proficiency in MS Office Suite (advanced Excel proficiency);
- Experience with web based applications including online purchasing and freight forwarding applications;
- Knowledge of the Public Tendering Act, Financial Administration Act, Liquor Control Act, Canada Customs and Revenue Agency Act, and the Canadian Food Inspection Agency Act.

NLC values diversity, inclusion and belonging in the workplace and strives to create a workforce that reflects the diversity of the communities we serve. All qualified candidates are encouraged to apply. We welcome and encourage applications from under-represented groups such as: Indigenous persons, racially visible persons, persons with a disability, women, and persons of a minority sexual orientation and/or gender identity. If you are a member of an under-represented group, we invite you to self-identify on your cover letter, or resume.

Accommodations for job applicants with disabilities (differing abilities) are available on request.

Salary: HL 17 - \$56,178 - \$73,031 annually

Please send a resume no later than Wednesday, November 3, 2021 via jobs@nliquor.com

Please state Competition Number on resume. Proof of education must be provided prior to employment with NLC.
Please note, while we appreciate the interest of all candidates, only those selected for an interview will be contacted.