

**THE OPPORTUNITY:**

Acadia seeks a **Procurement Specialist in Financial Services**. This role will work with the Manager, Procurement and Risk Management to support the procurement, insurance, and risk management activities for the University.

Specific responsibilities include:

- Provides direction and support to the development, maintenance and issuance of requisitions, purchase orders, and blanket purchase orders.
- Manages assigned RFX projects including providing direction/supporting planning and drafting through to award, providing support on procedures, direction on the use of the online platform Bonfire.
- Supports the Manager, Procurement and Risk Management with regard to Interuniversity Services (ISI) contracts and activities.
- Primary contact for campus customs clearance auditing, and includes the review, investigation, and processing of requests for customs clearance from customs broker.
- Assists the Manager, Procurement and Risk Management to address the insurance requirements of the University.

QUALIFICATIONS:

- Bachelor's Degree in Business or related field of study.
- Possessing or working towards a procurement-related professional certification/designation, such as a Certified Supply Chain Management Professional (SCMP) designation, Certified Professional Purchaser (CPP) designation, Public Sector Procurement Program (PSPP) Certificate, or equivalent.
- Minimum of 3-5 years of procurement experience.
- Knowledge of and understanding of procurement policy, processes, and trade agreements.
- Demonstrated direct experience in RFX development and process (i.e. writing of solicitation, specification review, evaluation process and contract negotiation).
- Prior knowledge of Ellucian Colleague and Bonfire will be considered an asset.
- Advanced MS Office suite computer skills.
- Ability to manage multiple projects and meet deadlines.
- High degree of diplomacy in providing advice and guidance to departmental units.
- Excellent organizational skills and attention to detail.
- Excellent written and oral communication skills, analytical and interpersonal skills.

THE REWARDS: Acadia offers a comprehensive benefit package in addition to a starting salary of \$49,530 per annum (SEIU Clerk 4). Salary increases to \$54,594 following successful completion of 6-month probation period. To see more information on why Acadia is an employer of choice, please visit our website at www.hr.acadiu.ca.

TO APPLY: Internal candidates (members of SEIU Local 2) must apply by **November 22, 2021**. Applications from external candidates are also encouraged; however, consideration is dependent upon result of internal competition. To apply for this opportunity, please [click here](#) and upload your cover letter, resume, and professional references. Internal candidates (members of SEIU Local 2) should also upload a [job posting application form](#). For further information or to request a detailed job description, please contact Jennifer Veinot at jennifer.veinot@acadiu.ca.

Please be advised that only those invited for an interview will be contacted. The University reserves the right not to fill this position. A six-month eligibility list may be established from this competition to fill future vacancies for identical positions. The University invites applications from all qualified individuals; however, Canadians and permanent residents will be given priority. Acadia University is committed to employment equity and diversity in the workplace and welcomes applications

from Aboriginal people, African Nova Scotians, persons with disabilities, visible minorities, women, and persons of any minority sexual orientation or gender identity. Consistent with the principles of employment equity, the primary criterion for appointment to a position is qualifications and professional excellence. Candidates who identify as a member of one of the afore-mentioned groups, and who wish to have the application considered as such, are invited to submit the online [Employment Equity Voluntary Self-Identification Form](#) as part of their application package. The university will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation because of a disability or for any other reason during the interview process, please contact jennifer.veinot@acadiu.ca.