

JOB OPPORTUNITY - ADMINISTRATIVE

Procurement Specialist (Procurement Analyst)

Competition #: 1027

Department: Financial Services

Location: Markham Campus (This position will be relocated to the Newnham Campus in Summer 2020)

Position Type: Contract

Contract Dates: April 2020 to March 2021

Posting Dates: March 3, 2020 to March 15, 2020

Position Summary:

The Procurement Specialist is responsible for the effective management of the College Procurement function for assigned departments, ensuring that these needs are met within established budgetary limits and according to established college procedures and policies.

Responsibilities:

Administration

- Administers the purchase order process.
- Assists with development of department goals and objectives and establishes/implements policies and procedures with respect to payment priorities, cheque runs and work allocation.
- Provides guidance and advisory support to other Procurement staff.
- Provides assistance/direction to user departments on all Purchasing system related inquiries.
- Reports or provides statistical input for reporting project achievements for senior management.
- Prepares government reporting to the Ministry and communicates effects of new or revised legislation.

Planning and Organizing

- Provides accurate, thorough/timely advice and support to user departments related to procurement of goods and services through the issuing and receiving of proposals, tenders and service contracts.
- Prepares spreadsheets and analyzes competitive tender responses from potential vendors and awards contract in accordance with College policies.
- Helps to develop departmental policies and processes; implements and manages internal operating procedures and assists with coordination of work of staff on plans and projects. Recommends, leads and implements team projects to meet strategic initiatives.

- Responsible for Canada Customs clearance of goods arriving into Canada, North American Free Trade issues and compliance to various Provincial Trade agreements.
- Ensures that all College tender, RFP and RFQ documentation contains appropriate and accurate terms and conditions to minimize exposure to legal risks.
- Develops and updates competitive bid and contract document templates to address legal precedence and policy and legislated changes.

Qualifications:

Education

- Minimum completed three (3) year diploma/degree in Business or related field. If education is in another field of study, please state how it is related.
- Completion of procurement/purchasing/Supply Chain Management courses from a recognized Procurement Association (Certified Supply Chain Management Professional (CSCMP) designation, or Certified Public Procurement Officer (CPPO)).

Experience

- Minimum of five (5) years of procurement experience in a large multi-division/multi-facility organization, ideally within the broader public sector.

Skills

- Working knowledge of computer applications such as: Microsoft Word, Excel, e-mail, ERP S/W (PeopleSoft or SAP) in-house network systems, in-house data search software.
- Negotiating skills, knowledge of contract law, and relevant government Procurement legislation.
- Strong client service, presentation and conflict resolution skills.
- Solid skills and experience in resource allocation, business and quantitative analysis, to analyze/evaluate complex situations/written vendor submissions.
- Good strategic and human resource management, communications, research, analytical and problem solving skills.

Note: A skills assessment test may be administered during the recruitment process.

Seneca College is committed to diversity and encourages applications from qualified candidates, especially indigenous persons, members of sexual minority groups, visible minorities, women and persons with disabilities. If you require accommodation during any part of the recruitment process, please contact jobs@senecacollege.ca.

To Apply: Please submit your application online via [Seneca's Careers Page](#).

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.