



Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

The Mission of the Procurement Services team is to facilitate the best-value procurement of goods and services for Western departments through the use of strong procurement skill sets, solid win-win supplier negotiations, exemplary customer service and exceptional knowledge of procurement standards and guidelines.

The **eProcurement Manager** supports Western's e-Procurement solution, Mustang Market, and oversees Western's Purchasing Card (Pcard) and Travel programs and is responsible for developing effective relationships with vendors and internal stakeholders in order to implement procurement solutions that drive significant saving to Western's Faculties and Departments. The incumbent will complete vendor assessments, manage day-to-day relationships with vendors and suppliers, negotiate prices, and resolve any related issues. The Manager will ensure that procurements are within budget, and prepare all information required for negotiations with suppliers to ensure a solid return on investment (ROI) is achieved.

The incumbent is responsible for procurement related analytics and reporting including developing spend reports for faculties and units, meeting with internal stakeholders to strategize and discuss procurement-related opportunities, and various other reporting needs in support of other Western units or government reporting requirements. The Manager contributes to developing procedures and processes to improve efficiencies, develops and delivers training for end-users, ensures that procurement, financial and auditing processes are adhered to, and finds opportunities to reduce financial risk to Western. The incumbent facilitates the development and organization readiness for the Strategic Sourcing Map, ensuring the internal Procurement Staff have all the necessary data for effective negotiations, supports the business analysis of contract offerings from vendors and coordinates RFP processes as required.

Qualifications

Education:

- University Degree in the areas of Supply Chain Management, Business Management/Administration, Project Management, Accounting or related field
- Completion of a relevant professional designation (CPA, PMAC, CIM) is preferred

Experience:

- 5 years of purchasing experience including experience with contract development and bidding processes
- Experience supervising staff and managing projects with a broad scope
- Experience issuing and evaluating RFP documents is preferred

Knowledge, Skills & Abilities:

- Knowledge of Procurement Services processes and procedures and relevant e-procurement solutions (such as JAGGAER)
- Knowledge of purchasing ethics, concepts and practices and of best practices for contract development and bidding processes
- Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines
- Ability to act on new information and effectively contribute in a changing environment
- Ability to collaborate across internal and external boundaries to meet common objectives, improve outcomes and support work beyond one's own unit
- Ability to effectively present information, and conduct training sessions and workshops
- Verbal communication skills to clearly express ideas in an objective manner, and adapt communication style to suit the situation and audience with an ability to interact with technical and non-technical users
- Ability to summarize information and disseminate to others effectively in a timely manner
- Ability to apply critical thinking to evaluate information and make appropriate decisions or recommendations
- Ability to produce high-quality results and workable solutions that meet client needs
- Financial skills to monitor and create controls over funds, contracts and procurements
- Advanced computer skills in Microsoft Office Suite (Excel, Access, Visio, PowerPoint, Word) with the ability to learn and use software programs
- Negotiation and influencing skills to effectively advocate needs and maintain relationships
- Ability to exercise tact and good judgment, and skillfully negotiate, bargain, compromise and conciliate as required
- Organizational skills and the ability to manage activities for both self and others effectively with the ability to delegate work and provide team members with clear direction and support in meeting their objectives
- Results-oriented with an ability to handle many tasks and maintain a high level of individual and team performance
- Ability to evaluate projects against their objectives to ensure the desired outcomes will be achieved in the established timeframes
- Proven ability to build both formal and informal professional relationships within, across, and external to organizational boundaries
- Ability to work independently and effectively as a member of the team to achieve department goals

Interested applicants are asked to visit: <https://recruit.uwo.ca> to apply online to job reference #18221, by midnight on February 3, 2020.

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized

groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.