



**Procurement Manager (Regular, Permanent)**  
**Toronto, Ontario, Canada**

**Apply via this link:**

<http://m.rfer.us/CBREplFiOs>

**JOB SUMMARY**

The purpose of this position is to manage the sourcing, procurement, and management of suppliers and vendors in support of the delivery of real estate, facilities, and project management services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for designing and implementing sourcing strategies and procurement plans to support account, corporate and client strategies and objectives. Drafts, reviews, negotiates, and maintains contracts and other business documents in support of the purchase of goods and services. Includes contract review and/or preparation and negotiation, contract administration and adherence to company policies and legal requirements and compliance. Manages the process of contract amendments including but not limited to terminations, expirations, extensions and renewals. Interfaces with/advises peers and corporate management staff with changes or results. Manages the supplier performance management and development program. Negotiates contracts for goods, services, supplies, equipment, etc., ensuring quality, cost-effectiveness, Sox compliance and timely delivery. Designs and manages the end to end RFP processes for various service categories to support program goals and requirements. Works with internal and client stakeholders in establishing, managing, creating RFPs and analyzing purchasing projects. Other duties/categories may be assigned.

**EDUCATION, SKILLS AND EXPERIENCE**

Bachelor's degree in Business Administration or related field from four-year College and/or University.

Minimum five years experience in procurement of real estate or facility management services



and supplies. C.P.M., C.P.S.M. or N.A.C.M. certifications or eligibility preferred. Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information and analyze data. Ability to respond effectively to sensitive issues. Requires advanced knowledge of financial terms and principles. Ability to calculate intermediate figures such as percentages, discounts, and commissions. Ability to review pricing proposals and negotiate using different procurement methods. Conducts advanced financial analysis. Ability to comprehend, analyze, and interpret complex documents. Ability to solve problems involving several options in situations. Requires advanced analytical and quantitative skills. Proficient in use of Microsoft Office Suite. Working knowledge of database reporting and platform manipulation. Familiarity with use of contracts management tools and platforms. Decisions made with thorough understanding of procedures, company policies, and business practices to achieve general results and deadlines. Responsible for setting work unit and/or project deadlines. Errors in judgment may cause short-term impact.

Category management experience in the following areas is desired: Snow Removal and Landscaping, Pest Control, Food Services, UPS, Remote Alarm Monitoring and Video Surveillance. Experience in the facilities and property management service sector and Public Procurement is an asset.

### **Canada Profile**

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