

**Department: Finance**  
**Division: Supply Chain Management**  
**Position: Manager, Strategic Sourcing**

*At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Region of Halton is committed to providing accommodations throughout the recruitment process. If you require accommodation please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.*

**Note:**

**This is a permanent full-time position working 35 hours per week.**

*Halton Region serves more than 580,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work.*

*Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits, and employee recognition program are a few reasons why we are one of the GTA's Top Employers.*

*We engage great people who contribute to meaningful work that makes a positive difference in our community. As an employee, you will be part of a progressive, service focused and award winning employer with a strong long-term financial position and AAA credit rating. We have a diverse and inclusive work environment where you are encouraged to grow and succeed in your career and recognized for your accomplishments and contributions.*

**Purpose:**

Reporting to the Director, Supply Chain Management this position will oversee the Region's procurement practices in order to meet expectations of the public, Council, internal customers and vendors to deliver high quality of service.

**Preferred Background:**

The successful candidate will possess a Bachelor's degree in Business or related discipline with a SCMP/ CPPO/ CPPB certification or actively pursuing. **A minimum of seven ( 7 ) years of relevant** experience is required; municipal experience is preferred. Supervisory experience is required.

The successful candidate will have in-depth knowledge of public procurement, advanced strategic sourcing, the Corporate Procurement principles/ procedures, strong knowledge of tendering and contract law. Critical decision-making skills, negotiation skills, and effective leadership skills are essential in order to be successful in this role. Effective communication, and change management skills are key requirements.. The incumbent will have strong organizational skills to meet multiple deadlines along with Project Management skills to be able to work with multi-function teams. The successful candidate will have strong analytical skills in developing detailed Procurement Documents with the intent of achieving cost efficiency, reducing risk and adding value. Proficiency with MS Office, with advanced Excel skills, and tier one or tier two ERP systems such as SAP is required. An equivalent combination of education and experience will be considered.

**Duties:**

- Leads key divisional projects including policy development and process improvements
- Responsible for the quality control over the sourcing process, especially formal bid documents, to ensure the By-Law is adhered to, the needs of internal customers are met, and vendors are treated fairly
- Ensures compliance with trade agreements and required legislation
- Trains and develops staff to properly carry out their duties and provides ongoing coaching, guidance, training and evaluation
- Actively participates in major formal bid calls and performs all necessary-procurement functions
- Develops and administers improved systems including SAP and bid management

- Establishes and implements corporate procurement policies & procedures
- Networks and benchmarks with local and other municipalities on public procurement issues
- Reports procurement processes to Senior Management, CAO, and Council
- Provides general consultative services to user departments
- Perform other duties as assigned.

**Posted:** November 9, 2020  
**Posting Expires:** November 30, 2020  
**Posting #:** F-402-20

**Apply Online at:** [Halton Job Postings](#)

**If selected for an interview, you will be contacted by email and/or phone. Please ensure the contact information provided on your resume is up to date and that you check your email and voicemail regularly.**

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.