

At Hydro Ottawa, we empower the lives of the people in the communities we serve.

As the electricity distributor to the Nation's Capital, our work powers the essential activities that make up our lives - at home, at work and at play. And as Ontario's largest municipally-owned producer of green power, we are leading the way to a greener tomorrow.

We are seeking a Manager, Supply Chain, a change champion and innovative leader ready to embrace the opportunity to guide and mentor others, and enable them to do their best work. And in doing so, to leave a legacy.

Are you ready to make a difference in our community?

JOB SUMMARY

The Manager, Supply Chain oversees the Procurement and Materials Management functions at Hydro Ottawa and the affiliated companies. The Manager, Supply Chain is responsible for establishing, maintaining and leading a team to effectively acquire or provide the services needed to bid, procure, receive, store, control and issue material or services associated with the general day to day functioning of Hydro Ottawa.

MAJOR RESPONSIBILITIES

Procurement:

- Manage the optimization of procurement vehicle choices for acquisitioning material and services, e.g. Request For Quotations/Proposals/Standing Offers, etc.
- Manage source development, price and contract negotiations, pipeline provisioning, ordering, and expediting to enable the acquisition of approximately \$22M direct material and \$110M indirect goods and services annually
- Guide the process to identify vendors of materials, equipment, supplies and services and participate in the development of specifications
- Ensure appropriate methodology is followed to evaluate bidder responses
- Contribute to and approve contractual agreements supporting various types of procurement actions
- Lead or assist in the negotiation of purchasing contracts
- Lead in the review and processing of claims against suppliers and disciplinary actions with contractors
- Collaborate with stakeholders to develop and implement supply chain processes, including key performance indicators to measure effectiveness of processes
- Develop and administer purchasing policies and procedures, contract templates and process tools

Material Management:

- Manage the receiving, storing, issuing and returns of direct material and receiving of indirect material; manage inter-company deliveries through third party carriers; shipping, courier, and internal and external mail services
- Ensure inventory control processes are properly executed and effectiveness measured through daily cycle counting and that inventory accuracy targets are met or exceeded
- Ensure annual physical (wall to wall) inventory count is performed

The following key responsibilities are applicable to both Procurement and Material Management functions:

- Know and fulfill your responsibilities as a Business Support as described in Hydro Ottawa Strategic Asset Management Plan. Undertake management of procurement and material management in order to enable asset management objectives and the success of the Asset Management System.
- Establish and maintain policies, procedures and objectives
- Prepare and monitor operating and capital budgets
- Meet cost and performance targets and objectives
- Coach, train and mentor staff
- Interface effectively with all levels of personnel both within and outside the company who utilize, or contribute to, the provided services

EDUCATION AND EXPERIENCE

- University (Bachelor's) degree
- 10 years of progressive experience in Supply Chain functions (Procurement, Contract Management and Materials Management) with a minimum of 5 years in a management capacity in an Operations-based environment
- Associated with, or designations from, SCMA (Supply Chain Management Association) or APICS (Association of Production and Inventory Control) and/or Supply Chain Canada Association
- Contract writing and negotiation experience
- Computer expertise, particularly in MS Office suite
- Experience working with an Enterprise Resource Planning software (eg: JD Edwards)

ADDITIONAL REQUIREMENTS

- English essential, both oral and written
- Bilingual (English/French) considered an asset

This is a management group opportunity and salary will be commensurate with qualifications.

Hydro Ottawa offers a Hybrid Work Model. Hybrid work is position specific, details of the hybrid model will be discussed with successful candidates.

Hydro Ottawa may use artificial intelligence ("AI") during the recruitment process to aid in the screening and selection of candidates.

If this sounds like a good fit for you, apply by [clicking here](#).

Hydro Ottawa is committed to establishing a qualified workforce that reflects the diverse population it serves and we encourage applications from all qualified individuals. We are also committed to preventing and removing barriers to employment for people with disabilities, and we invite you to inform us should you have any accessibility or accommodation needs.

Selected candidates must be legally entitled to work in Canada.