

Manager, Procurement - Procurement

About Us

The Ontario Cannabis Store provides safe, responsible access to recreational cannabis for adults 19 and older. We operate the sole legal online store for recreational cannabis in Ontario and we are the provincial wholesaler of cannabis for private retail stores.

Working at the OCS is a unique opportunity to be part of an agile start-up in a ground-breaking new industry. We're a diverse team passionate about delivering a great customer experience, working together with mutual respect and building value out of our differences. We're an inclusive organization that understands that delivering great results comes out of ensuring every voice is heard.

About the Role

We're looking for a Procurement Manager to join our Procurement department to provide procurement services for a variety of OCS divisions, including but not limited to, the development and execution of RFX packages and the periodic reporting of new and improve initiatives for the categories procuring. This is an exciting opportunity to leverage your 5+ years of experience in procurement to partner with department leaders in pursuit of improvements in quality, innovation, and service levels.

As Procurement Manager, you will lead strategic sourcing activities for all areas of spend within OCS and be responsible for all sourcing and project activities, while working closely with senior IT/senior business unit leadership and other sourcing leaders. You will develop a strong business relationship with leaders to support enterprise objectives, influence key stakeholders and jointly develop strategic sourcing strategies while collaborating on a variety of sourcing initiatives and projects.

Additionally, you will utilize your IT procurement expertise and your understanding of the emerging, leading-edge, and technical aspects of the IT industry to bridge communications between Procurement, IT, business and legal, stakeholders/partners with a focus on developing an understanding of how to structure contracts to deliver OCS's needs while maintaining cost efficiencies.

About Your Day

- Manage a procurement team to ensure the development of RFX packages and execute RFX in accordance with procurement policy, procedures and protocols, the OPS Directive, trade treaties, and all applicable legislation
- Plan, organize, and manage all procurement RFX for OCS
- Negotiate complex IT/IT-related contracts and procurement agreements
- Ensure timely and accurate reporting in accordance with procurement policy, procedures and protocols, the OPS Directive, trade treaties, and all applicable legislation
- Accountable for the timely and appropriate supply and delivery of goods and services as required for OCS
- Manage Total Cost of Ownership (TCO) savings directly by savings captured through leveraging government wide purchasing agreements, strategic supplier relationships, indirect savings realized by driving innovation and or enhancing the overall effectiveness of the supply management process.
- Develop and execute formal negotiations for IT agreements and other corporate agreements.
- Manage sourcing initiatives for multi-functional stakeholder teams, ensuring effective strategy development, market assessments, RFP processes, and supplier management while enabling collaboration and innovation.
- Provide input into the key performance metrics for Procurement Services
- Collaborate with Business Unit and Operations leaders to fully understand key business drivers, spend drivers, and achieve required support levels
- Directly manage and implement best practices in sourcing initiatives within OCS business segments

- Input accurately information into the eTendering site and all procurement documents for retention and audit purposes
- Lead the implementation of systems to integrate and optimize business performance and practices through automated methods pertaining to the purchasing component of the ERP system
- Mentor & train direct reports through conducting one on one meetings goal setting and quarterly performance reviews
- Create and maintain KPIs for team performance
- Assist other departments in the development of business cases and submissions for procurements and approvals
- Perform other related activities as required and keeps up to date on related skill development.

About You

- Post-Secondary education and/or certification from the Supply Chain Management Association of Canada (SCMA) and/or equivalent combination of education and experience
- 5+ years in a procurement and purchasing role, specifically a minimum of 2 years in IT sourcing
- 2+ years of experience leading high performing teams
- Must have experience in supplier analysis, analyzing proposals including financial and non-financial criteria, ability to support teams in negotiations and award recommendations
- Advanced knowledge of Microsoft Office [Word, PowerPoint, Outlook, Dynamics, etc.]
- Excellent interpersonal, written and verbal communication skills to develop superior working relationships with Senior Management and external stakeholders
- Strong oral/written/presentation skills and negotiation skills
- Excellent time management and organizational skills, self starter with high level of initiative and adaptability
- Knowledge and experience with strategic procurement process, procurement best practices, competitive bidding, market conditions and general contract terms and conditions
- Strong analytical and problem-solving skills
- Government experience is an asset

About the Job

- City: Toronto, ON
- Employment Type: Full-time, Permanent
- Career Level: Experienced
- Required Travel: Yes, within the GTA
- Application Deadline: January 20, 2021

We are committed to providing an accessible, equitable and inclusive candidate and employee experience. We provide reasonable accommodation throughout the recruitment process and in employment. If you require an accommodation please let us know, we will work with you to meet your needs.

Thank you for your interest in OCS. To apply to this position, please visit our [career page](#) for current opportunities. You can also learn more about working at the OCS on our [LinkedIn](#) page.