

Buyer

Two (2) permanent, full-time positions – Ottawa, ON

If you're an experienced buyer thoroughly conversant with industry standards, this is an exciting opportunity to join Canada Post as part of our Procurement and Purchasing team.

As a **Buyer**, you'll conduct all procurement activities associated with the acquisition of goods and services in accordance with international trade agreements, and corporate policy and procurement guidelines. This will include conducting needs analysis to determine the optimal method of sourcing user requirements.

It will be your responsibility to ensure that contracting documents fully define all conditions such as scope, commercial, legal, financial, risk management, quality assurance, etc., and accurately reflect the business arrangements under which the contracted goods or services are to be provided.

An eligibility list will be created for a period of 12 months.

YOUR QUALIFICATIONS

You bring a successful track record to the role of Buyer:

- University degree in a relevant discipline such as Commerce, Finance, Purchasing or Engineering with a satisfactory business component OR a college degree in Purchasing, or Supply Chain Management.
- One (1) year of experience working in procurement, which would include sourcing and contracting (e.g. purchasing strategies & planning, bid solicitation, bid evaluation, contract drafting, supplier development and/or contract administration).
- Extensive knowledge of corporate policies, applicable trade agreements and acceptable industry procurement standards.
- Knowledge of purchasing principles and practices.
- Skill in the preparation and completion of Procurement Plans.
- Working knowledge of the issuance and evaluation of RFPs, RFIs, RFQs and Tenders.
- Experience in the preparation, negotiation and execution of contracts.
- Knowledge of SAP R/3, eProcurement, NAFTA, CETA and related legislative requirements.
- Proven ability to prepare and deliver effective presentations.
- Ability to effectively resolve issues and plan, organize and prioritize workloads.
- Proficiency in English.

ASSETS:

- CSCMP certification or working toward certification.
- ESG (Environmental, Social and Governance)/Indigenous procurement experience.

FIND OUT MORE AND APPLY TODAY

To apply for one of these permanent, full-time positions (Job ID 84121) via the Canada Post Careers website, please click on the URL below:

<https://bit.ly/2ZG79ek>

Canada Post is committed to employment equity and encourages applications from women, Aboriginal people, persons with disabilities and visible minorities.

If you are contacted by Canada Post regarding a job opportunity or testing, please advise if you require accommodation.
