



## Procurement Manager

### POSITION AT A GLANCE

Reporting to the Vice President, Regulatory Compliance and Asset Management, the position is responsible for a full spectrum of procurement services and managing the procurement/stores team. As a strategic partner, the incumbent will proactively identify and implement process improvement projects to optimize procurement services and inventory control/management.

This is a full-time position in Burlington, Ontario. We offer an excellent working environment, competitive compensation and benefits packages, a pension plan, and an opportunity to make a difference in our community.

*“At Burlington Hydro we strive to exemplify excellence in every aspect of our business. From the exacting work of our engineers and the professionalism of our customer service representatives, to our resilient operations crews and all those in-between, we work together to deliver value at every level of the organization. It’s a value proposition that lies at the very core of our company – caring for people and community and caring about stewardship and sustainability – all with a commitment to continuous improvement in everything we do.”*

### KEY RESPONSIBILITIES

- Lead a full spectrum of procurement services including best practices inventory policies and procedures, effective reporting and analytics, and vendor and cost management
- Lead the Procurement/Stores team to effectively manage the distribution of materials, equipment, services, and supplies
- Manage the procurement operating budget
- Manage, develop, and continuously modernize all aspects of the Company’s competitive bid processes
- Maintain positive and accountable vendor relationships
- Manage and optimize inventory and material levels strategically to ensure high service levels for operations with due consideration for cash flow impacts
- Ensure security of materials in yard and warehouse
- Act as functional Subject-Matter-Expert (SME) on purchasing needs, goods, and services, and carry out procurement services supporting organizational stakeholders
- Lead and manage areas of procurement by:
  - Contribute to significantly improving operational performance by conducting a variety of targeted analyses in demand/supply planning, or logistics and distribution, including without being limited to:
    - Warehousing activities and physical layout optimization
    - Material distribution optimization
    - Inventory levels and Management Practices Improvement
    - Contribute to demand and supply planning & forecasting

- Effectively manage Burlington Hydro's contracts including but not limited to:
  - Maintain database of contracts to ensure timely implementation of contract stages and appropriate assignment of contract management, including monitoring contractor performance
  - Liaise with Health & Safety/Operations to ensure each contractor meets all regulatory, legal, and health and safety requirements prior to contract acceptance or renewal
  - Liaise with legislative bodies and other agencies associated with procurement, including but not limited to Halton/GridSmartCity purchasing co-op programs to identify areas for efficiencies and cost savings

## **QUALIFICATIONS**

### **Education:**

- Post-Secondary education in Supply Chain Management and Operations or an undergraduate degree; Certified Supply Chain Management Professional (CSCMP) or equivalent professional designation required

### **Work Experience:**

- 10+ years of progressively responsible experience in procurement including a minimum of 3 years in a supervisory role; experience in a unionized environment and/or electrical utility is an asset with a proven track record of measurable results

### **License or Registration Requirements:**

- Valid Driver's License

### **Knowledge & Skills:**

- Project management experience from inception and planning to completion
- Talent in negotiations, networking, sourcing, procurement and/or contract management
- Experience in performance improvement, process re-engineering, cost reduction, supply chain improvement and other transformation initiatives
- Excellent problem solving and analytical skills with ability to analyze complex business problems, structure and synthesize findings and conclusions
- Demonstrated ability to lead work of others, coach and contribute to the development of your team
- Ability to work both independently and in a team environment
- Comfortable using financial analysis to support business case establishment and quantification of opportunities, business performance, and service level impact
- Ability to work with multiple internal and external stakeholders
- Demonstrated procurement system certifications or accreditations are considered an asset as well as any implementation experience of such solutions
- Proficiency with MS Office, including Access, Excel, Word

## **MORE ABOUT BURLINGTON HYDRO**

Burlington Hydro and its employees are committed to delivering safe, efficient, and reliable electricity to the municipality of Burlington, serving approximately 67,000 residential and commercial customers. Burlington Hydro's strategic focus is on achieving excellence and continuous improvement across all aspects of its business including employee and community safety; operational efficiency and reliability;

responsive customer service; and conservation programs. The company is committed to maintaining a strong asset base through responsible financial management, system renewal, and innovation to assure the availability of electricity supply to meet customer needs and growth.

## **APPLICATIONS**

Interested and qualified applicants are encouraged to submit their resume to [careers@burlingtonhydro.com](mailto:careers@burlingtonhydro.com) by Friday, March 12, 2021 (please quote "Procurement Manager" in the subject line).

Burlington Hydro Inc. is committed to providing accommodations throughout the interview and employment process. If you require an accommodation, we will work with you to meet your needs.

**Thank you in advance for applying but only those applicants to be interviewed will be contacted.**