



## SENIOR PROCUREMENT SPECIALIST

Wilfrid Laurier University is a leading Canadian university renowned for its extraordinary learning environment and student-focused educational experience. As a comprehensive university with more than 19,000 students, Laurier has grown rapidly in research intensity while at the same time preserving its well-earned reputation for undergraduate and graduate teaching and learning excellence. With a multi-campus and multi-community culture, Laurier offers students an exceptional range and depth of more than 100 academic programs taught by award-winning lecturers across nine faculties *across locations in Waterloo, Brantford, Kitchener, and Toronto*. As a leader in higher education for more than a century, the Laurier experience is truly transformative as embodied in its institutional proposition: *Inspiring lives of leadership and purpose*.

Reporting to the Director, Procurement Services, the Senior Procurement Specialist is responsible for procuring products and services for the University and for sourcing projects that identify and bring to contract, suppliers that are strategic in nature and university wide in scope. They will be responsible for creating and maintaining vendor records in Laurier's eProcurement system and ERP and will assume responsibility of major acquisitions. The incumbent will complete projects which will include communications, market analysis, Request for Quotations, Request for Proposals, Request for Information, Request for Supplier Qualification, department initiatives, departmental events, and developing and maintaining a thorough working knowledge of department activities. This incumbent will identify and see through to completion new innovative procurement strategies to improve overall efficiencies within Laurier and will also perform vendor management evaluations to ensure contractual and service agreements are being upheld.

The ideal candidate will possess a minimum of 3 years progressive experience leading RFX processes including at least 1 year in a public procurement environment. The incumbent will have obtained their CSCMP (Certified Supply Chain Management Professional) Designation, C.P.P.B (Certified Professional Public Buyer) or C.P.P.O (Certified Public Procurement Officer) Designation in addition to demonstrated knowledge of the Broader Public Sector Expense and Procurement Directives, Canadian Free Trade Agreement and Canada-European Comprehensive Economic Trade Agreement. Exceptional communication skills and proficiency in Microsoft Office are essential in addition to the ability to multi-task, and handle frequent interruptions in an open concept office environment.

This is a full-time, continuing position. The hours of work are Monday to Friday, 8:30am-4:30pm (35 hours per week). The hourly rate range is \$37.06-\$43.58 (\$67,449.20 - \$79,315.60 annually).

*Wilfrid Laurier University endeavors to fill positions with qualified candidates who have a combination of education, experience, skills and abilities to successfully perform the duties of the position while demonstrating Laurier's [Employee Success Factors](#).*

*Diversity and creating a culture of inclusion is a key pillar of Wilfrid Laurier University's Strategic Academic Plan and is one of Laurier's core values. Laurier is committed to increasing the diversity of faculty and staff and welcomes applications from candidates who identify as Indigenous, racialized, having disabilities, and from persons of any sexual identities and gender identities. Indigenous candidates who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Office of Indigenous Initiatives at [mireland@wlu.ca](mailto:mireland@wlu.ca). Candidates from other equity seeking groups who would like to learn more about equity and inclusive programming at Laurier are welcomed to contact the Diversity and Equity Office at [diversity@wlu.ca](mailto:diversity@wlu.ca). We have strived to make our application process accessible however if you require any assistance applying for a position or would like this job posting in an alternative format, please contact Human Resources at 519-884-1970 ext.2007 or [hr@wlu.ca](mailto:hr@wlu.ca).*

*Should you be interested in learning more about this opportunity please visit [www.wlu.ca/careers](http://www.wlu.ca/careers) for additional information and the online application system. All applications must be submitted online by **April 25, 2021**. Please note, a CV and letter of introduction will be required in electronic form.*