

## **Senior Procurement Manager**

### **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 are looking for a Senior Procurement Manager to join our Procurement team to develop and execute RFX packages, including Request for Information (RFI), Request for Quote (RFQ) and Request for Proposal (RFP). As Senior Procurement Manager, you will manage and lead the procurement process, regularly report on new and improved procurement initiatives while managing a team. The Procurement Manager will support enterprise objectives, influence key stakeholders and work in collaboration with the business on developing strategic sourcing initiatives and strategies as well as working on procurement projects.

### **About Your Day**

- Develop and train staff and management on procurement policies and procedures
- Prepare and maintain technical contractual documentation, including amendments and complex vendor contracts
- Plan, organize and manage procurement requests, including RFQs, RFIs and RFPs
- Negotiate, develop and execute highly complex procurement RFX packages, related contracts and agreements, in accordance with procurement policy, procedures and protocols, OPS Directive, trade treaties, and all applicable legislation
- Manage sourcing initiatives for all departments, ensure effective strategy development, market assessments, RFP processes, and supplier management
- Develop and review specifications and pricing schedules
- Ensure timely and accurate reporting is completed in accordance with procurement policy, procedures and protocols, the OPS Directive, trade treaties and/or applicable legislation
- Ensure that documentation is accurately maintained, and all procurement documents from inception to completion is filed appropriately
- Manage the Vendor Management program and annual vendor performance reporting
- Manage and implement best practices in procurement
- Keep up to date on related procurement legislation

### **About You**

- Post-Secondary education in Supply Chain, Procurement, Business Administration, Finance or related field of study and/or equivalent combination of education and experience
- 10+ years of experience in procurement and/or purchasing role, with 5+ years of experience managing and leading a high performing team

- Certification from the Supply Chain Management Association of Canada (SCMA) or the Public Sector Procurement Program (PSPP) or Certified Public Procurement Buyer (CPPB) or Certified Professional Procurement Officer (CPPO) designations
- Working towards a designation from one of the following: the Supply Chain Management Association of Canada or The Procurement School or National Institute of Government Procurement
- Ontario public sector experience is a strong asset
- Ability to lead, support and motivate a team in a highly collaborative, environment.
- Experience with preparing and negotiating several forms of Purchase Orders such as, RFPs or RFIs or RFQs
- Experience with supplier analysis, analyzing proposals including non- financial criteria
- Experience with supporting teams in negotiations and awarding recommendations
- Government experience is a strong asset
- Advanced knowledge of Microsoft Office programs (Outlook, Excel, PowerPoint and SharePoint) and Dynamics.
- Strong relationship building skills.

### **About the Job**

- City: Toronto, ON
- Employment Type: 1 Year Fixed- Term Contract
- Required Travel: Yes, within the GTA
- Application Deadline: June 23, 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.