

POSITION OVERVIEW

Reporting to the Controller, the Procurement Manager is responsible for the Company's entire Procurement function. Ensuring that all employees have timely, cost efficient and quality equipment and tools available to them and their clients, while ensuring the organization's future needs will be seamlessly met are paramount to success in this role. Creating, monitoring, and evolving best practices related to Procurement are ongoing expectations. Initial focus on balancing reasonable inventory and developing solid vendor relationships will be expected.

KEY ACCOUNTABILITIES

Research and Best Practices

- Evaluate and compare products and services to determine which best meet the organization's needs.
- Identify and assess potential vendors, their delivery systems and supply base for mutually beneficial relationships.
- Keep current with market and economic factors including internal operations to provide recommendations to management regarding procurement matters and inventory.
- Assess supplier capabilities and analyze quotes.

Cost analysis

- In collaboration with the Controller, develop, implement, and follow appropriate Procurement cost analysis processes, tracking and reports to ensure that goods are always obtained at an optimal cost to help the Company achieve maximum profitability.
- Collaborate with management as necessary to set prices for the company's products or services to align with market conditions and the Company's objectives.
- Determine the lowest cost for products/materials.

Inventory control

- Oversees the Company's inventory of equipment, hardware and tools and ensures that stock is maintained, communicates gaps or delays to relevant parties to avoid disruption of work or service to staff and clients.
- Maintains an orderly, organized regular schedule for timely procurement and adjusts based on the Company's operational needs.
- Manages an efficient flow of goods and at times, expedites equipment to ensure optimum continuity of operations and service and eliminates risk of shortages.
- Investigate equipment/order defects and manage and coordinate return/exchange process with vendors.

Negotiating contracts:

- Negotiate contracts, terms and deadlines with vendors and suppliers securing the best pricing, terms and delivery options for each product or service.
- Prepares and implements effective negotiation tactics to negotiate contracts and policies with suppliers.
- Source and interview new vendors as appropriate and necessary

Relationships and Communication

- Strategize with various departments and suppliers to ensure the organization's future needs will be seamlessly met.
- Act as a point of contact between the company and suppliers.
- Manage relationships with key suppliers to maintain quality of goods, timely delivery, and compliance to terms of contracts.
- Communicate with vendors, clients, customers, team members, and managers to align Procurement processes with Company goals.

- update relevant departments regarding price fluctuations of goods, vendor pricing and supply chain delays or barriers.

KNOWLEDGE, SKILLS, ABILITIES

- University degree or College Diploma in Procurement, Logistics, Supply Chain or Business discipline or equivalent experience as determined by Consys Group.
- Minimum 5 years' experience in Procurement/Logistics role, preferably in Technology or similar industry.
- **Must have strong background in IT and solid understanding of products (Servers, networking, hardware, etc.)**
- Expert knowledge of procurement principles including cost analysis, scheduling, contract negotiations etc.
- Strong ability to identify process/policy/procedure gaps related to continuous improvement, risk mitigation and internal controls for the Procurement function.
- Well-developed expertise in drafting, reviewing, and implementing policies and procedures related to the Procurement function.
- Technologically literate and confident using various software applications and platforms related to business operations and specifically Procurement.
- Exceptional analysis skills and ability to find, identify and communicate trends, patterns, discrepancies, solutions, recommendations, and areas of concern to Management relating to Procurement of equipment for the Company.
- Excellent interpersonal skills, able to communicate professionally with all stakeholders including explaining, at times, complex contract information to non-procurement stakeholders.
- Utilizes Emotional Intelligence to lead self and others in the delivery of exceptional service and results while upholding the Company's values.

WORKING CONDITIONS

This position operates out of an office environment with moderate exposure to mental demands and psychological effort related to overall functional/departmental responsibility, concentration, and people management. The role has limited exposure to and minimal requirements for physical demands related to routine sitting, standing, walking, computer operation and handling of workplace documentation.

Please send your cover letter, outlining how you meet the qualifications, and your resume to careers@consysgroup.com

Consys Group is committed to creating an environment free from barriers. We will attempt to make any appropriate accommodations throughout the entire recruitment process. Accommodations will be made upon request.

Consys Group Inc retains the right to alter any and all content and expectations detailed within this Position Description to meet operational, and client needs and to ensure optimal business continuity. Alterations directly impacting an incumbent, will be provided in writing in adherence with applicable legislation.