

We are continuously improving our organization and look to find talented and motivated individuals to join us. Sudbury is a modern city offering unique cultural, recreational, and educational opportunities. We are a bilingual institution and an equal opportunity employer.

Laurentian University is an inclusive and welcoming community and encourages applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities/expressions.

Laurentian University is committed to providing an inclusive and barrier free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Please contact the Human Resources and Organizational Development Office for more information.

All qualified persons are encouraged to apply; however, Canadians and permanent residents of Canada will be given priority. While we thank all candidates for their interest, only those short-listed will be contacted.

## Position Information

<b>Group:</b>	LUAPS
<b>Position Title:</b>	Manager of Procurement and Contracts, Procurement, Contract and Risk
<b>Type of Employment:</b>	Full-Time
<b>Required:</b>	<p>Reporting to the Associate Vice-President of Financial Services, you will be responsible and accountable for the management and direction of the Procurement department and all aspects of the procurement function, the Policy on Purchasing and adhere to all of the government's trade agreements.</p> <p>As Manager of Procurement and Contracts, you will lead the Procurement and Contract Management department and provide the University Community with an uninterrupted flow of materials and services by contractually committing to various contracts and purchases of goods and services. You will also implement the Policy on Purchasing and procedures, direct the issuance of all quotations, tenders and proposals, and develop the contacts associated with major purchases while maintaining the integrity of the purchasing process.</p> <p>Your duties in this important role will include taking the lead in establishing and promoting environmentally and socially responsible purchasing practices, and working with other public institutions to promote collaborative initiatives resulting in efficiencies.</p> <p>In this position, you will interact with many individuals and departments internally from the Executive Team to Faculty, Staff and Students, to externally from the CEO, Presidents, and owner of major corporations to name a few.</p>

## Responsibilities

### The successful candidate will:

- Lead the Procurement and Contract Management department and provide the University Community with an uninterrupted flow of materials and services by contractually committing to various contracts and purchases of goods and services;
- Be responsible and accountable for the management and direction of the Procurement department and all aspects of the procurement function, the Policy on Purchasing and adhere to all of the government's trade agreements;
- Implement the Policy on Purchasing and procedures, direct the issuance of all quotations, tenders and proposals, and develop the contacts associated with major purchases while maintaining the integrity of the purchasing process;
- Take the lead in establishing and promoting environmentally and socially responsible purchasing practices, and working with other public institutions to promote collaborative initiatives resulting in efficiencies;
- Understand all trade agreements with the Province of Ontario and Federal Government and implement these directives in our process to comply when purchasing goods, services, construction, IT and consulting services for the university;
- Ensure that Procurement is present at all public tender openings, to assure that the bids have met the tendering process, bid requirements and review each bid for compliancy;
- Administer the disposal of all surplus assets;
- Perform related duties as assigned.

## Qualifications

- University degree in a related discipline (Economics, Business Administration, Commerce, etc.);
- Must possess accredited designation Certified Professional Purchaser designation (i.e. Certified Supply Chain Management Professional (CSCMP));
- A minimum of five years of related progressive purchasing and contract experience;
- Ability to work fluently, orally and in writing, in both official languages, French and English;
- Demonstrated experience and knowledge of the Government of Ontario Trade Agreements;
- Proven analytical, negotiation, problem resolution and coaching skills;
- Well-developed leadership approach, having accomplished clear and effective leadership outcomes and experience engaging and leading others;
- Experience working in a diverse environment where a high degree of collaboration is required;
- Well-developed organizational, time management, prioritization and accuracy skills;
- Strong interpersonal skills to develop and maintain relationships, networks and partnerships within the university and externally;
- Experienced and fluent in construction, CCDC construction contracts, technical drawings and specifications, change orders, substantial completion would be an asset;
- Prior experience managing or working in a Broader Public Sector (BPS) educational environment requiring quick turnaround of purchasing requests and working within approved procedures and policies would be an asset;

- Excellent negotiation skills;
- Excellent conflict resolution skills;
- Proficient use of Microsoft Office products, G Suite, Adobe Acrobat Pro.

## Salary

<b>Salary:</b>	\$81,202 - \$93,072
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## Application

<b>Competition Closes:</b>	Open until a suitable candidate is found.
<b>How to apply:</b>	Applications will only be accepted through the following e-mail address <a href="mailto:careers@laurentian.ca">careers@laurentian.ca</a>
<b>Last Modified:</b>	Thursday, August 5th 2021 at 2:27 pm