



Manager, Purchasing Services

Guelph, ON

A best practices leader in all things purchasing – from tendering to contract administration – will welcome this opportunity to play a pivotal role at the **University of Guelph**, highly ranked for providing comprehensive education and world-class research.

As the new **Manager, Purchasing Services**, you'll be responsible for the effective implementation of the University's central purchasing policies and processes in direct support of the University's educational, teaching, research and administrative programs. Reporting to the Director, Procurement Operations, you'll be a proactive "hands on" manager who can provide the skills both to deliver on the implementation of major procurement contracts and projects, and to oversee the high-volume, deadline-driven delivery of a range of procurement activities performed by a staff of 8 in the Purchasing Services department.

Your key operational responsibilities will include:

- Directing and coordinating the staff and other resources of Purchasing Services.
- Ensuring that the University is compliant with Broader Public Sector (BPS) directives as they apply to University procurement activities. This will require both detailed knowledge of BPS directives and guidelines and the ability to balance these requirements with the operational requirements and expectations of internal clients and requisitioners.
- Ensuring the effective, efficient and timely preparation of purchase requisitions and contracts in accordance with University policies and, where applicable, with those of external agencies and stakeholders.
- Developing effective information sources from a variety of relevant transaction sources, including core campus business systems (Oracle Procurement, FRS) and vendor databases, as required and available.
- Analyzing information by identifying the component parts of data relevant to procurement decision-making and performance measures.
- Communicating with vendors, the public, government, and other external sources and representing the University in a professional manner in all matters.
- Communicating with internal faculty, staff or colleagues in a professional manner, providing information, training or advice in all matters pertaining to the processing of requisitions, service contracts or other procurement arrangements.
- Continuously monitoring processes, workflows and departmental resource allocations to detect and assess problems.

QUALIFICATIONS

To assume the mandate of **Manager, Purchasing Services**, you must be a strategic and critical thinker and a team builder with the following profile:

- An undergraduate degree combined with a minimum of 5 years of progressive experience in procurement, strategic sourcing, commodity management and contracting in a large, complex business environment.
 - Strong leadership and management skills, including demonstrated supervisory experience.
 - Supply Chain Management Professional (SCMP) designation or equivalent.
 - Ability to exercise sound judgement, analyze and interpret data, and present information in a clear, concise and professional manner.
 - Strong interpersonal skills in the areas of verbal and written communications, customer focus, professionalism, negotiating, coaching, and team building.
 - Sound knowledge of advanced purchasing and business management concepts, including
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- tendering, supplier negotiations, contract administration and project management.
- High level of proficiency using software such as Microsoft Office and experience with a computerized procurement system.

*The **University of Guelph** (www.uoguelph.ca) is one of Canada's leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.*

To view a detailed posting for the role of Manager, Purchasing Services, including application instructions, please go to our website at www.uoguelph.ca/jobs. Applications, quoting **Hiring #2021-0669**, must be sent to: careers@uoguelph.ca.

At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.
