**Status:**Special Project (July 2022 – May 2024)

**Hours**:  35 hours/week; Monday to Friday

**Campus:**Fennell

**Pay Band:**11

**Pay Rate:**$87,433 – $109,292

**Posting Date:**May 20th, 2022

**Closing Date:**June 10th, 2022 at 7:00pm EST

We support and encourage the contributions of our diverse employees.

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Supported by our strategic plan **(**[**strategicplan.mohawkcollege.ca/**](https://strategicplan.mohawkcollege.ca/)) we are committed to nurturing an equitable, diverse and inclusive environment for everyone who learns and works at Mohawk. We believe the rich diversity among our students and the communities we serve should be reflected within our workforce.  As educators we believe it is important to act and show leadership in advancing the principles of equity, diversity and inclusion in our community.

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Mohawk College is currently recruiting for our next

**​**

**Manager, Purchasing**

​Under the direction of the Director, Strategic Procurement, this position will be responsible to manage the procurement team and is responsible for the effective management of the College’s procurement process and ensuring integrity of the purchasing process is maintained and conducted professionally and fairly. The position will be responsible for and run competitive purchasing activities, contracts and contract disputes, and vendor performance management. The position will respond and act on behalf of the college regarding all procurement inquiries and issues, and must exercise discretion and confidentially for all procurement activities.

The position ensures the College’s procurement activities adhere to the College policies and legislative requirements, including the Broader Public Sector Directive (BPS), the Canadian Free Trade Agreement (CFTA) and the Canada-European Comprehensive Economic and Trade Agreement (CETA). The incumbent acts as the College resource person in dealing with internal and external contacts on purchasing-related matters and the has the responsibility and accountability for establishing goods and services contracts.

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**RESPONSIBILITIES**

The duties of this position will include, but are not limited to the following:

**Manage College-Wide Purchasing activities**

* Manages all formal competitive procurements (RFx), strategic sourcing processes and non-competitive purchasing activities to ensure the integrity and compliance with the College’s policies, BPS and trade agreements.
* Adheres to legislation enacted by federal and provincial governments and interprets the compliance requirements and potential impact of legislation College policies and legislative requirements, including the Broader Public Sector Directive (BPS), the Canadian Free Trade Agreement (CFTA) and the Canada-European Comprehensive Economic and Trade Agreement (CETA), seeking legal consultation as required.
* Ensure accurate, thorough and timely advice, and support college staff related to all procurement activities, such as competitive procurement, single source, negotiation and service contracts.
* Maintain positive working relationships and ensure appropriate, professional negotiations with vendors.
* Manage and implement strategies to perform the buying unction along with the management of the Purchasing area and, as such, must be a “hands-on” type individual that can handle the multiple tasks on a daily basis.
* Must understand and be able to instruct purchasing staff and staff in the requisitioning community on how to use the on-line purchasing systems and web-based requisitioning systems that also includes receiving activities.
* Oversees process to redistribute surplus assets internally and/or liquidate assets through appropriate processes, e.g. auction.
* Approves all asset disposals and works with staff to resolve related issues. Ensures appropriate records are maintained.
* Responsible for administrating effective controls, monitoring and administration activities of purchasing activities.
* Ensure that all College departments when purchasing all goods and services adhere to approved policies and processes, ensures proper insurances and valid Workers’ Safety and Insurance Board (WSIB) Clearance Certificates are received and filed in appropriate systems.

**Managing the College Competitive Procurement Process and Contract Management**

* Manage formal competitive procurements (RFx) to support the instructional process, including working with staff to prepare documents, posting the competitive initiative through an electronic tendering system, attending site meetings, preparing analysis of responses, leading an evaluation team that may include external consultants, negotiating for value, awarding contracts, and preparing reports and approval to awards.
* Assist in defining specifications and/or services to be purchased and providing consultation, advice, guidance and support to employees, related to procurement of goods and services.
* Utilize group purchasing organizations that meet the BPS Procurement Directives to leverage consolidated purchasing spend with the Ministry, colleges, OECM and other group purchasing organizations.
* Participates externally with Ministry of Government Services, OECM, Ontario Colleges Purchasing Management Association (OCPMA) and the College’s regional purchasing initiatives.
* Manages supplier debriefs with unsuccessful suppliers, mitigating challenges to the procurement process while maintaining positive supplier relationships.
* Ensure that the College's legal has reviewed agreements to ensure the legal position is sound when entering into legal contracts related to the purchase of goods and services.
* Analyse and understand complex contracts identifying and mitigating potential risks for the College.
* Develops a procurement strategy in collaboration with College stakeholders to ensure the timely renewal of contracts and the successful execution of the capital purchase plan.
* Establishes clear goals and metrics within contract documentation ensuring mutually beneficial partnerships for college stakeholders and vendors.
* Delivers guidance and leadership to resolve conflicts pertaining to procurement and contract disputes.
* Supports College stakeholders in achieving key deliverables and addressing compliance concerns.
* Travel to vendor’s site as required.

**Managing employees**

* Provide leadership and direction to the Purchasing Services team and all other staff across the College conducting purchasing requisitions.
* Provides leadership and supervision to the Purchasing Department by establishing priorities and issuing assignments and completing performance assessments when due.
* Coordinate daily purchasing division activities: organizes and prioritizes work, monitors status of work in progress, and ensures quality control.
* Contributes and supports strategic plan relating to procurement with long term vision, goals and objectives to meet corporate objectives.
* Works with staff to establish departmental goals and objectives.
* Maintain a high level of performance through effective recruitment, selection, training, motivation and evaluation of Procurement Services staff.
* Provides leadership and supervision to staff with emphasis on talent development, cohesive teamwork, goal attainment and job satisfaction.
* Respond to escalated issues from management staff, ensuring that staff act with limited agency authority within the parameters of their position.

**Other duties and projects as assigned**

**QUALIFICATIONS**

The successful applicant must have:

* A degree Incumbent must possess a minimum three-year post-secondary education degree/diploma, preferably with a business, operations or supply chain management concentration (or equivalent). Courses in purchasing would be preferred.
* One of the following professional designation is required at the time of hire: Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB), or Certified Supply Chain Management Professional (CSCMP).
* Previous experience managing or working in a purchasing role in an educational environment would be an asset.
* Experience working under the requirements of the Province of Ontario’s Boarder Public Sector Procurement Directive.
* Experience in preparing competitive tender documents.
* Experience in negotiation and professional business interaction with outside vendors and agencies.
* Experience in negotiation and problem-solving to resolve supplier disputes and develop contracts with successful suppliers.
* Demonstrated commitment to customer service and conflict resolution skills, using the ability to simultaneously manage competitive priorities.
* Developed leadership, human relations and communication skills in order to direct, develop, motivate and support supervised staff in achieving short and long-term objectives.
* Strong analytical and computer skills to plan, develop objectives and determine goals of the department, including administrative, technical, operational and financial components.
* Supervisory experience including hiring, assigning work, evaluating, performance appraisals, performance management, discipline, professional development, etc.
* Experience with integrated accounting and purchasing components of Enterprise Resource Planning (ERP) system.
* Demonstrated commitment and understanding of human rights, equity, diversity and inclusion with the ability to communicate and work effectively inter-culturally with diverse groups of students, employees and the community.

Mohawk College is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Should you require accommodation through any stage of the recruitment process, please contact the HR Department at (905)575-2047.

Mohawk College is strongly committed to diversity within its community. We welcome applications from racialized persons, women, Indigenous People of North America, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

Please apply online at:  [www.mohawkcollege.ca/careers](http://www.mohawkcollege.ca/careers)