

Job Title: Procurement Specialist

Position: Procurement Specialist

Division: Corporate Financial Services
Department: Supply Chain Management
Term: 1 Permanent Full Time position available.
Closing Date: 03/20/2024
Labour Group: CUPE 59
Posting: 3105

Apply: <https://careers.saskatoon.ca/job/Saskatoon-Procurement-Specialist-SK/579158817/>

Job Summary

Reports to the Senior Procurement Specialist. Under technical and administrative direction, performs intermediate level professional work in strategic procurement, public procurement policy, regulatory compliance, and centralized procurement activities. Performs a variety of assignments which include, but are not limited to, the procurement of goods, services, and construction, source-to-contract (S2C), and procure-to-pay (P2P). Conducts spend analysis, develops sourcing strategies, assesses market trends, and performs complex cost and price analysis.

Duties & Responsibilities

- Ensures the timely procurement of goods, services, and construction in accordance with the corporate purchasing policy and protocols, Trade Agreements, and public procurement guidelines.
- Plans, administers, and executes the source-to-contract (S2C) process, including preparation of RFx documents, reviewing specifications for policy and regulatory compliance.
- Administers and governs the bid submission process; reviews and evaluates bid submissions for compliance; oversees the evaluation, contract award, supplier debrief process and protocols, facilitates bid protests and supplier suspension processes.
- Ensures that the procurement process is followed as outlined in the RFx document; leads negotiations with suppliers on proposals and contracts, and that the evaluation and recommendation for award is in accordance with the RFx.
- Prepares or oversees all correspondence related to the RFx including spreadsheets, letters, emails, reports, forms, notifications, and recommendations.
- Under the direction of the Manager/Senior Procurement Specialist navigates the legal and operational challenges within the source-to-contract (S2C) and/or bid submission process.
- Prepares or oversees the creation of SAP Outline Agreements and Purchase Orders; develop, recommend, and implement blanket or strategic purchase orders to assist with efficient and effective procure-to-pay (P2P) processes.
- Reviews and issues purchase orders within delegated authority, monitor purchase orders, and expedite delivery.
- Reviews and investigates delayed deliveries, cancellations and claims related to lost and damaged goods.
- Provides guidance and recommends strategies to formulate strategic procurement plans to leverage spend, maximize buying power, and achieve positive social, economic, and sustainable procurement outcomes.
- Research market sources and vendors to locate and ensure the most cost effective and competitive approach for the procurement of goods, services, and construction.
- Participates in centralized corporate procurement initiatives and/or administration of contracts for assigned portfolio(s).
- Organizes and chairs task groups including various Divisions/Departments with similar requirements to develop specifications for goods, services, and construction, conduct

- needs analysis, align requirements, and troubleshoot and resolve issues or constraints.
- Identifies and develops vendor performance criteria, tracks and monitors vendor's performance concerning quality of goods, services, and construction; provides inputs to, documents, and reports on supplier performance.
- Responds to inquiries and communicates with City staff and suppliers on a variety of public procurement topics and/or issues; provides guidance, advice, and direction on the corporate purchasing policy and protocols.
- Assists division, department, or corporate finance staff with procure-to-pay (P2P), purchase order, invoicing, and/or payment issues.
- Perform other duties as assigned which are directly related to the major responsibilities of the job.

Qualifications

- Successful completion of a two-year post-secondary diploma from an accredited college or university in Business Administration, Operations, Finance, Accounting, or related field.
- A Diploma in Supply Management from Supply Chain Canada (SCC) or Public Sector Procurement Program (PSPP) Certificate from The Procurement School.
- Five years' experience in Supply Chain Management with demonstrated ability in strategic procurement, category management, source-to-contract (S2C), and procure-to-pay (P2P).
- Considerable knowledge of modern tools and principles of Supply Chain Management.
- Ability to work collaboratively and gain knowledge from internal and/or external stakeholders and become a functional area leader for business process change.
- Demonstrated organizational skills and is self-directed.
- Ability to articulate ideas, concepts, messages, and persuasive presentations on controversial or complex topics and can relate to people within the organization to support strategic project goals.
- Demonstrated ability to educate others with a willingness to share information.
- Demonstrated ability to make complex decisions while considering the "big picture" perspective, with a defensible and consistent process.
- Experience in a public sector procurement is an asset.
- Knowledge of a variety of products and sources of supply.
- Knowledge of strategic procurement principles, methods, and procedures.
- Knowledge of contract law, competition act, and social, economic, and sustainable purchasing practices.
- Demonstrated ability to analyze information and exercise good judgement in strategic sourcing, decision making and recommendations.
- Ability to deal courteously, tactfully, and effectively with suppliers and civic staff.
- Demonstrated skill in the operation of Office Suite and Enterprise Resource Planning (ERP) software (i.e., SAP, Oracle, Microsoft Dynamics 365, etc.)
- Ability to render decisions exercising good judgement.
- Ability to work with minimal supervision.
- Demonstrated ability in contract negotiation processes.
- Demonstrated ability to adapt to rapidly changing situations and conflicting priorities while maintaining a high degree of professionalism.
- Ability to work both within a team environment as well as independently.
- Demonstrated strong analytical, critical thinking, decision-making and problem-solving skills are required.
- Excellent listening, verbal, and written communication skills with the ability to lead/facilitate meetings with business areas and suppliers are required.
- Ability to present ideas by utilizing visuals and being able to relay key messaging.
- Ability to maintain and develop effective and professional working relationships is required.
- Ability to manage critical priorities and maintaining integrity of output.

Weekly Hours: 36.67

Salary Range: \$71,988.96 to \$79,368.72 CAD **per annum** (2023 rates)

Diversity, Equity and Inclusion

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) “the good life”, for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit

[Saskatoon.ca/diversity](https://saskatoon.ca/diversity)

Accommodation

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email talentacquisition@saskatoon.ca.