

Procurement Specialist

Department: Finance

Revised Date: November 2, 2023

Scope: Out of Scope

POSITION SUMMARY

Reporting to the Corporate Controller, the Procurement Specialist is a team member within the Finance department responsible for the purchasing and delivery of goods and services for the organization and assisting in the development of competitive bid documents and developing contracts and agreements. This position requires current knowledge of legal and regulatory industry requirements and trends to ensure that the organization's purchasing function uses and recommends for use, vendors and products that meet the organizational standards of quality at competitive prices.

DUTIES AND RESPONSIBILITIES

1. **Ensures operational success of Procurement department by:**
 - Acquiring goods, materials, and contractual services for Regina Exhibition Association Limited (REAL) in accordance with recognized purchasing practices.
 - Developing the most appropriate procurement approach among several strategies i.e. knowing and understanding the marketplace, contract terms, competitive bid methods (tender, request for proposals, pre-qualifications, request for information, etc.) to ensure organizational standards of quality at competitive prices are met.
 - Developing and marketing competitive opportunities to acquire goods and services.
 - Assisting in developing and reviewing the evaluation criteria with internal clients.
 - Evaluating bids to ensure compliance and then consult with clients to evaluate bids, compare prices, specifications, delivery commitments, and other factors.
 - Preparing specifications and issue request for quotations, tenders, and request for proposals within delegated purchasing authority limits.
 - Acting as the first point of contact for the client departments on all procurement related issues or questions to ensure that supplier commitments are met, and that client department issues and concerns are addressed.
 - Monitoring and analyzing purchasing trends and activity to identify and recommend strategic sourcing opportunities.
 - Monitoring and managing Purchase order (PO) system to ensure PO's are being processed accurately and efficiently.
 - Maintaining integrity and ethics consistent with REAL's policies and with the purchasing profession's code of ethics.
 - Coaching, mentoring, and providing advice to internal clients.
 - Educating internal clients on effective procurement methods as well as policies, procedures, and compliance.

2. Ensures all contracts are adhered to by:

- Enforcing legally binding contracts and meeting with vendors and clients to resolve conflicts and/or miscommunication.
- Ensuring confidentiality as this position deals with sensitive information and details related to procurement issues that are highly confidential in nature.
- Ensuring accuracy and high level of work standards to minimize legal and reputational risk to the organization.
- Monitoring and following applicable laws and regulations.

3. Oversee and manages vendor and supplier relationships by:

- Notifying vendors of outcome of evaluations and debrief upon request maintaining confidentiality of all vendors.
- Contacting potential suppliers to determine availability and price of the required goods, materials, or contractual services.
- Developing and maintaining detailed and current information and files for designated commodities and suppliers ensuring standards and requirements are met.

4. Performs other duties defined and assigned by the Corporate Controller when required.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- Works undefined hours.
- Standard office environment.
- Freedom of movement, Walking, Standing.
- Keyboarding (>2hrs at a time).
- Driving (>2hrs at a time).

QUALIFICATIONS

Education and Experience

- University Degree or Post-Secondary Diploma, ideally in Supply Chain, Operations Management or Purchasing is preferred.
- Recognized purchasing designation (or working towards), for example a Supply Chain Management Professional (SCMP) designation, Certified Public Purchasing Officer (CPPO) designation, or Certified Public Purchasing Buyer (CPPB) designation.
- 2 years of professional experience in a purchasing/buying environment (specific experience in a large-scale purchasing operation is an asset)
- Experience using Microsoft Office Suite and purchasing/materials management software.
- Experience with a unionized environment is preferred.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of centralized procurement and current developments in procurement.

- Knowledge of the laws, regulations and trade agreements governing REAL's purchasing practices (New West Partnership Trade Agreement or NWPTA).
- Knowledge of the various Tax Acts and of their application to purchasing transactions.
- Knowledge of the types, characteristics and supply sources of commodities and services commonly required in the events and entertainment business.
- Ability to apply or prepare proper descriptive terminology or established specifications to requisitions for commodities and services.
- Ability to apply contract terms and provisions necessary for the commodities and services being purchased.
- Ability to obtain and evaluate competitive bids for the purchase of commodities and services.
- Ability to secure, interpret and analyze technical data, and to exercise sound judgement.
- Ability to establish and maintain effective working relationships with internal clients and external suppliers.
- Ability to use computerized purchasing systems, word processing, spreadsheets, and database software applications.

Other

- **Management Core Competencies:** Holding People Accountable, Team Leadership, Results Orientation, Initiative, Influencing Others, and Fostering Teamwork
- The successful candidate must also possess and maintain a satisfactory Criminal Record Check (CRC)

HEALTH AND SAFETY

Rights: All Regina Exhibition Association Limited employees have the right to information on potential hazards in the workplace; the right to participate in Occupational Health and Safety decisions; and the right to refuse unusually dangerous work.

Responsibilities: All employees must co-operate with the Joint Occupational Health and Safety Committee; remain alert to changes or events that might affect customer and employee safety; report safety issues, accidents or injuries immediately; follow safe work practices; and use their training and knowledge to help other employees work safely as well.

Managers are ultimately responsible for providing a safe and healthy workplace, and so must make the health and safety of all workers a priority. Related responsibilities include: ensuring workers and supervisors have the information, training, supervision and experience to do their jobs safely; ensuring that workplace injury/incident reporting is completed in a timely manner; supporting the OH&S Committee by involving the Committee in health and safety activities, encouraging Committee participation, and allocating time and resources; actively measuring and working to improve the health and safety performance of their area; and implementing safety policies and standards.