



Position Profile

SENIOR PROCUREMENT OFFICER



CONTACT INFORMATION:

Kataneh Sherkat
katanehs@wmc.bc.ca

Max Mollineux
maxm@wmc.bc.ca

Confidential



CAREER OPPORTUNITY

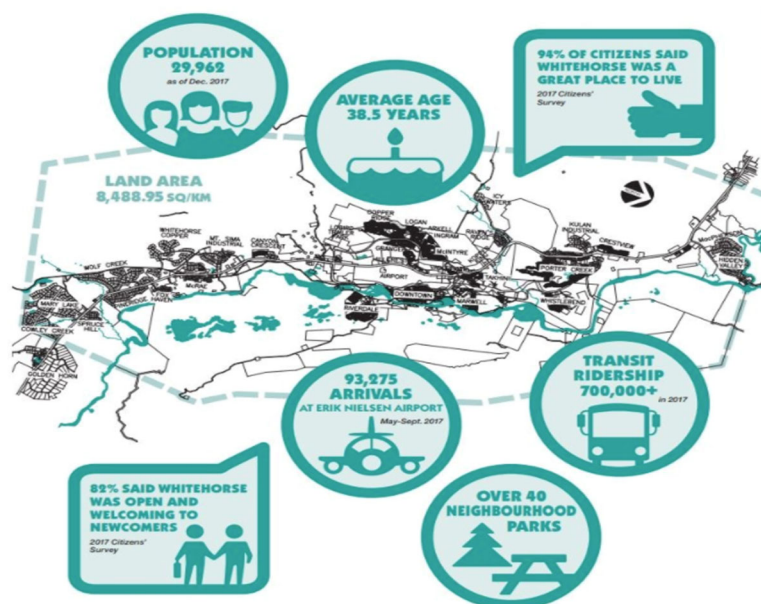
WE ARE...

Established as the Yukon's capital city in 1953, the **City of Whitehorse** is home to some of the most spectacular scenery, talented artists, and innovative businesses in Canada. Situated along the Yukon River on the traditional territory of the Kwanlin Dün First Nation and the Ta'an Kwäch'än Council, over 28,000 call Whitehorse home.

The City enjoys a healthy economy thanks to a strong business community, which was recognized when Whitehorse was named the top city for entrepreneurs in 2018 by the Canadian Federation of Independent Business. The City also enjoys a successful working relationship with the areas First Nations and the territorial government.

Environmental sustainability and responsibility have become a key priority for the City. Access to nature remains a top value for citizens, and residents are able to enjoy recreation activities year-round, a vibrant art scene, and a multitude of cultures as people from all over the world have decided to settle north of 60. There is a reason why Whitehorse has seen steady growth in population; it's because it truly is a beautiful place to live, work, and play.

There is so much to do in Whitehorse as it is a unique city with rich access to the wilderness while still providing all the amenities of a modern city. There are boat charters, canoe and kayak rentals, dog sled adventures, fishing charters, golf courses, rafting, sightseeing tours, snowmobile tours, and trail riding.



During Covid, they have had a low case count and currently have a high vaccination rate. Therefore, life is carried on as normal in Whitehorse.

For more information on the City of Whitehorse, please visit: www.whitehorse.ca

To learn more about living in Whitehorse, visit <https://yukoninfo.com/region/whitehorse>



WE NEED...

Reporting to the Vendor Services Supervisor, the **Senior Procurement Officer** works closely with the research, administrative and technical support staff, to coordinate, prepare, monitor and maintain the procurement of materials, supplies, equipment and contractual services.

Reports To: Supervisor, Vendor Services

Supervision: None?

Duties & Responsibilities:

1. Provide research, administrative and technical support to staff on the procurements of goods and services to ensure accuracy, timeliness of information and compliance with governing legislation, policies and procedures.
2. Provide support in preparation, processing and maintenance of procurement instruments in accordance with internal controls and relevant legislation. Conduct initial needs assessment and determination relating to the use of tenders, RFP, RFQ, local purchase orders, etc.
3. Coordinate, participate and/or process various procurement activities including bid openings, change orders, security deposits, progress payments, etc.
4. Assist with the administration of annual service and supply contracts.
5. Develop and maintain supplier relationships.
6. Maintain the procurement computerized system.
7. Liaise with suppliers and staff on matters relating to procurement, internal controls and relevant legislation.
8. Coordinate delivery schedules, monitor progress and liaise with clients and suppliers to resolve issues.
9. Coordinate asset disposals from a financial perspective.
10. Provide input and maintain relevant policies and procedures including contract administration manual and procurement templates.

11. Maintain electronic and manual procurement records. Maintain and update the procurement section on the City's website.
12. Act as Supervisor, Procurement as assigned.
13. Follow, so far as is reasonably practicable, established safety procedures and standards.
14. Other related duties as assigned.

Working Conditions

Majority of the work is performed under normal office conditions, and the hours will consist of 8:30 am to 4:30 pm Monday through Friday.



YOU HAVE...

1. A degree in Business Administration plus Supply Chain Management designation.
2. Five years progressive procurement experience with a focus on contract administration and 6 months on the job training.
3. Proven skills working with computerized financial systems software.
4. Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
5. Ability to work and maintain accuracy under pressure and to meet critical deadlines.
6. Strong research, client service orientation and good interpersonal skills.
7. Proven written and oral communication skills.
8. Ability to foster and maintain effective relationships among peers and/or stakeholders.

Required Equipment to Operate:

1. General office equipment with the ability to operate ERP software programs, spreadsheets, electronic mail, word processing, etc.

The above information on this position profile has been designed to indicate the general nature and level of work performed by the position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.



CONTACT US...

The compensation for this role falls into the municipal range and will be determined based on the individual's level of experience and skillsets. The benefit offerings include four weeks' vacation, unspecified leave, sick leave, health benefits, \$2900 Yukon bonus after two years, attendance bonus, and long service bonus.

One of the perks of working for the City of Whitehorse is the Yukon Bonus, where you are given \$2900 a year to travel with direct flights into major cities such as Vancouver and Calgary.

If this role is of interest to you, please submit your resume, or for more information, please contact one of us at WMC:

Kataneh Sherkat	Engagement Lead	e: katanehs@wmc.bc.ca	d: 604.868.9215
Max Mollineaux	Engagement Consultant	e: maxm@wmc.bc.ca	d: 604.761.4055
Arthur Lyons	Research Consultant	e: arthur@wmc.on.ca	d: 604.632.4084