Procurement and Contracting Officer

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Procurement and Contracting Officer

Purchasing Services, Financial Services

Hiring #: 2018-0595

Please read the Application Instructions [1] before applying

Reporting to the Assistant Manager, Purchasing Services, the Procurement and Contracting Officer is responsible for providing procurement and contract services for the University by applying the highest standard of quality services and following a disciplined purchasing methodology with adherence to the Broader Public Sector (BPS) Procurement Directive and the University’s policies and procedures. This role has direct accountability for the timely and appropriate supply and delivery of goods and services to the University’s community in an efficient and effective manner and strives to seek a balance between satisfying the procurement needs and requirements of the business units in a cost-efficient way, while maintaining the high standards of business ethics and legislative compliance of the University’s procurement process.

Specifically, the incumbent's responsibilities include: establishing purchase orders, contracts and agreements for goods and services; prioritizing daily requisitions and other requests; determining if purchasing requests are compliant with purchasing policies and procedures; obtaining quotes and finding appropriate supply sources; negotiating and reviewing contract terms and conditions; managing contracts and supplier relationships; performing contract analysis and recommending purchasing plans for improvement and solutions as required; maintaining complete purchasing records to ensure adequate auditing files; conducting both formal and informal competitive sourcing and tendering events as required under direction and guidance of managers; helping clients to interpret and understand the University’s purchasing policies and procedures and BPS Procurement Directive requirements; building and maintaining ongoing effective working relationships with clients; communicating with clients on non-compliances issues and develop resolutions both acceptable for clients and adequate to rectify the issue; leading, engaging and interacting with different levels of clients on sourcing projects; coaching, advising, assisting and training various team members on processes and procedures.

Other duties include: identifying purchasing opportunities to collaborate with other BPS organizations; providing input and suggestions for process improvement and procedure optimization; researching and investigating various supply options and marketing information; assist with other assignments as required.

Requirements of the position include: Two year community college in a related field and a minimum of three years related experience, or an equivalent combination of education and experience. Experience in a sourcing, purchasing or supply chain management in a large complex public institute preferred. Technical skills required include: computer software (proficient with Microsoft Office Suite) skills, and demonstrated knowledge of larger ERP systems, preferably Oracle Purchasing. Additional requirements include: demonstrated understanding of purchasing, sourcing and contract management principals, best practices and techniques; knowledge of business ethics and financial principals and laws of contracting and tendering; strong ability to effectively assess, analyze and summarize business cases in a complex environment; effective oral and written communication skills; ability to work effectively both independently and in a team environment; exceptional customer service skills; strong negotiating skills and reasoning abilities; demonstrated ability to multi-task and to handle competing demands adeptly and prioritize effectively; demonstrated problem solving, organization and planning skills; and a high degree of motivation and drive. Certifications in or working towards the following certifications would be considered an asset: CSCMP, CPPO, CPPB, CPSM or other equivalent designations in Purchasing and Supply Chain Management.
At the University of Guelph, fostering a culture of inclusion [2] 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.

Posting Date: 2018 11 28
Closing Date: 2018 12 05

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply