

Job Title: Supervisor, Procurement

Requisition ID: 2765

Affiliation: Exempt

Position Type: Permanent Full Time

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday *(subject to change)*

Department/ Branch: Supply Chain, Procurement

Job Location: Fort McMurray

Salary: Competitive Salary

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 11/05/2024

Closing Date (dd/mm/yyyy): Open Until Filled

Posting Type: Internal and External

GENERAL DESCRIPTION:

The Supervisor, Procurement is responsible for assisting the Manager, Procurement and the Senior Manager, Supply Chain with supervising the full range of procurement services to client departments, which includes mentoring and coaching assigned team members, advisory services pertaining to advanced technical and complex purchases, and claims and dispute management. Primary responsibilities of this position include:

Employee Development: Leads, mentors, motivates, and provides supervisory tasks for assigned team members by providing support and expertise, identifies training opportunities and manages performance. Ensures that team members are managed fairly and consistently and that relevant policies, procedures, and processes are constantly adhered to. Proactively works with internal stakeholders and team members to plan and balance workload and monitors established deadlines.

Research and Implementation: Participates in the continuous research, development, and implementation of effective departmental procedures, processes, strategies, and tools based on public sector leading practices. Analyze the effectiveness of departmental procedures, processes, and programs and make suggestions for further improvement. Provides input to the departmental business plans, initiatives, and budget to ensure continuous achievement of department goals.

Departmental Guidance: Plans, coordinates, supervises, and evaluates activities and the work assigned to staff. Meets regularly with staff to identify and resolve problems. Participates in the processing of purchase orders, requisitions, bids, and contracts. Ensures that purchasing practices follow professional, legal, and regulatory requirements. Consolidates the Municipality's needs to maximize consistent and cost-effective operations.

SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Ability to empower and supervise people and use innovative approaches in situations involving rapid change, shifting priorities and or simultaneous demands.
- Experience working in a team-orientated, collaborative environment.
- Excellent interpersonal, leadership, and collaborative skills, as well as a demonstrated ability to assess situations from a general business perspective, as well as from a Supply Chain Management subject expertise standpoint.
- Proven customer focus with demonstrated ability to build effective relationships with internal and external stakeholders.
- Strong organization and project management skills, with a robust analytical and strategic skillset, combined with an ability and passion for solving problems with a fact-based, data-driven, rigorous approach.
- Provides and practices sound judgment using independent decision-making.
- Adherence to administrative directives, policy, and legal requirements.
- Thorough knowledge of public procurement requirements, trade agreements, tendering law, and contractual law.

EDUCATION:

- Degree or Diploma in Business Administration, Commerce, or related field is required; a specialization in Supply Chain Management is preferred.
- A Supply Chain Management related designation (Certified Professional Public Buyer, Certified Public Procurement Officer, or Supply Chain Management Professional) is an asset.
- An unrelated Degree or Diploma will be accepted if also combined with a professional procurement designation or certification, as listed above.

EXPERIENCE:

- Seven (7) years of progressive experience in a procurement environment, with a minimum of two (2) years of supervisory experience in the field, is required.
- Experience working in a public-sector environment with both unionized and non-unionized employees is considered an asset.

OTHER REQUIREMENTS:

- Ability to provide a Criminal Record Check.
- A valid Class Five (5) Alberta Operator's License is required as incumbent will be required to operate a personal or municipal vehicle for business use on a regular basis.
- Must be flexible to perform duties after regular hours and on weekends as required to meet branch needs.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the organization's Occupational Health and Safety Administrative Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at jobs.rmwb.ca
Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**