

PROCUREMENT COORDINATOR

Position ID: J1024-0414

Job Type: Full Time

Department: Procurement Services

Number Of Positions: 1

Min Salary: \$97,567.00/Year

Max Salary: \$121,959.00/Year

Closing Date: Nov 22, 2024

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Procurement Coordinator is responsible for coordinating the day-to-day deliverables for the Procurement team and ensuring consistency with corporate strategic priorities, and applicable rules, regulations and compliance. This position is responsible for complex and high-risk procurements, including the legal aspects of competitive bidding and related contract processes for all departments within the City. In addition, this role will review competitions, and administrative tasks for accuracy and is the first level for providing guidance in order to resolve matters related to low and medium competitions and contracts. This role is a senior procurement role and is expected to mentor and coach other procurement staff and departments utilizing Procurement services.

Other Responsibilities include:

- Assist with implementation and monitoring and best practices in corporate operations as it relates to procurement and associated risk management activities
- Prioritize and oversee the workflow of the procurement team including assigning and reviewing draft documents prior to postings

- Provide professional opinions as it relates to interpretations of trade agreement requirements and interpretations and adherence to tendering and contractual law
- Monitor the delivery of procurement and procurement related risk management services ensuring priorities are met. Escalate concerns and emerging issues to leadership
- Assist Team Lead in procurement staff development through training, coaching and mentoring
- Deliver high complexity competitions (including some construction competitions) and contracts resulting from these
- Provide expertise in common law, contract law, competitive bidding law, Municipal Government Act, various trade agreements and provincial statutes
- Assist departments to handle non-performance or poor performance of contracts, potential breach of contract and remedies
- Research best practices in procurement, tendering process and contracting
- Liaise with leadership and external counsel with regard to contractual obligations or potential litigation

You Bring:

- Bachelor's Degree in business, commerce, legal, finance, supply chain management or a related field
- Professional Designation such as CPPO and CPPB and/or Supply Chain Management Professional (SCMP)
- Five (5) years or more of experience in public procurement performing tendering, procurement, contracting and risk duties
- Strong knowledge and understanding of current procurement methodologies, competitive bidding laws, legislation impacting public procurement, contract law, common law and provincial statutes
- Prior work experience applying knowledge of the principles, practices, and procedures of procurement, including the Acts and Regulations governing the public purchasing function
- Excellent verbal and written communication skills
- Experience and ability to navigate complex and/or challenging vendor and stakeholder relations
- Strong organizational, analytical, negotiation, and facilitation skills
- Strong critical thinking and decision-making skills
- Proficient in MS Office Suite with strong knowledge of word, excel and experience with SharePoint and aptitude to quickly learn new software and platforms
- Previous experience with a financial system would be an asset
- Ability to mentor, coach and support staff
- Ability to plan, organize, and schedule work to successfully meet deadlines, while balancing the support needs of the team and delivering on individual files
- Ability to exercise a significant amount of professional judgment and independence when performing duties
- Ability to work an environment requiring a high standard of ethics, integrity and discretion
- Ability to provide consistent professional services under the pressure of conflicting priorities and public scrutiny
- Ability to establish effective, positive, and collaborative working relationships
- Ability to be a positive influence in a team setting
- Ability to work within a high-volume, fast paced working environment, and to think and react

quickly and effectively to problems that may arise

- Ability to work on several projects or issues simultaneously

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Flexible hybrid regular work week consisting of 3 days on site, 2 days remote per week
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that

Additional Information:

This permanent full time position consists of 37.5 hours per week and includes a comprehensive benefit and pension package.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.