

## **Corporate Buyer – Supply Chain** (Permanent Full-Time; 75 hours bi-weekly)

The City of Lethbridge Purchasing Department ([www.lethbridge.ca](http://www.lethbridge.ca)), has an exciting career-building opportunity for a **Corporate Buyer** to join our team of professionals in a permanent capacity. This position works closely with all City Departments in procuring and contracting a variety of goods and services; and brings solutions that add value to both the City's inventory management capabilities, as well as for business units.

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### **The Opportunity:**

The Corporate Buyer is responsible for providing procurement services for a wide variety of goods and services required by various City business units. This includes bid document preparation and management, vendor communication, market research, strategic sourcing and the promotion of open, fair and transparent procurement processes.

Reporting to the Purchasing Supervisor, you will provide competitive sourcing, procurement support, and oversee supplier performance to ensure effective supply and delivery of inventoried and non-stock parts, goods, and services that support the City's operations, as well as support strategic competitive sourcing initiatives. Your advanced skill and subject matter expertise will be critical to your success in building trusting business relationships and demonstrating credibility, capability, reliability, and an ethical organizational-wide focus regarding procurement processes.

### **Responsibilities:**

- Advising internal clients on the City's purchasing policies and procedures
- Utilizing various procurement tools and guiding the competitive bid process
- Purchasing goods/services at the most favourable price consistent with quality, quantity and specifications requirements
- Communicating with clients/vendors on evaluation process, delivery and billing issues
- Ensuring the Corporation receives best value
- Overseeing planning and execution of all strategic sourcing strategies including RFP support, evaluation criteria development and internal business unit and external supplier communication.
- Researching broader trends, patterns, and recurrences for business partners to understand unique and repetitive procurement needs.
- Delivering sustainable value, mitigating risk, and obtaining cost efficiencies for the City, through a thorough understanding of and early engagement with business area partners, to determine requirements, identify demand opportunities, and develop and execute strategies accordingly.
- Identifying and prioritizing inventoried and non-stock goods and supply chain services, and aligning resources required to meet each business unit's unique procurement needs.
- Developing and implementing overall strategies including strategic sourcing, contract negotiations, demand management, process improvement, and total cost of ownership models, where appropriate.
- Leading the contract scope development, evaluation, negotiation, management, and close-out to monitor performance, compliance, and progress; including all relevant communications and documentation.
- Act as the primary interface with the supplier to plan for successful contract delivery outcomes.

- Ensure compliance with all applicable Trade Agreements in Procurement and Supply Chain activities.

**Your professional skillset and experience:**

- *Adherence to a high standard of integrity, ethical behaviour, and respect in the workplace towards all stakeholders.*
- *A post-secondary degree in Business Administration, Supply Chain, Economics, Commerce, Finance, or a related discipline, complemented by:*
  - *Supply Chain Management Professional (SCMP) or equivalent, is preferable*
  - *A minimum of five (5) years diversified procurement or supply chain management experience in a centralized procurement environment, performing competitive procurement*
- *Specialized knowledge and experience in procurement, including public sector purchasing trade agreements, partnerships, and regulations.*
  - *Hands-on understanding of contract formats and contract law.*
  - *Additional training in financial management; public administration; government relations; project management; and/or change management would be an asset.*
  - *Knowledge in project management tools, operations, facility or fleet maintenance, or financial management will also be an asset.*
- *Successful strategic thinking skills with a results-oriented mindset and agility to successfully navigate change.*
- *Experience working with modern ERP's.*
- *Proven planning and organizational skills to make timely decisions and manage delivery, combined with the ability to prioritize workloads and deadlines in a fast-paced environment.*
- *Strong conflict resolution and negotiation skills for solving complex and sensitive issues.*
- *Advanced verbal communication and relationship skills, to successfully interact with a diverse group of executives, colleagues, staff, and suppliers.*
- *Effective written communication and presentation skills, including report writing.*

**WAGE: \$40.24 per hour**

**HOURS OF WORK: 75 hours bi-weekly; Monday to Friday**

***The City of Lethbridge also offers an attractive and flexible benefits package and work arrangements.***

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*For further information on this opportunity, please contact:*

*Omer Gobeil, Purchasing Supervisor at 403-320-3960 or [Omer.Gobeil@lethbridge.ca](mailto:Omer.Gobeil@lethbridge.ca)*

*Qualified candidates are invited to submit their resume with cover letter, online at: [www.lethbridge.ca](http://www.lethbridge.ca)*

***CLOSING DATE: Will remain open until a suitable candidate is successfully recruited.***

*All candidates are thanked in advance for their interest. Only individuals selected for interviews will be contacted.*