

The opportunity

Leduc County is looking for an experienced and highly motivated Procurement Coordinator to join our team. Reporting to the Director – Finance, Assessment and Land Management, this exciting opportunity coordinates and is accountable for the procurement service area. As a member of the Finance department, the coordinator is a key contributor to the achievement of the department's strategic and operational objectives.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Develops and administers procurement-related policies, administrative directives and procedures, ensuring adherence to applicable legislation.
- Establishes appropriate corporate processes and provides guidance to support effective procurement practices across the organization.
- Collaborates with all County departments; externally with suppliers, industry associations and peer organizations to develop procurement practices and business processes.
- Centrally coordinates and counsels the organization on purchasing programs, (i.e.: corporate credit cards and gas cards) contracts, request for proposals, request for quotes and tenders to identify and mitigate any risks or liabilities to Leduc County.
- Reviews solicitations for competitive reviews for adherence to legislation and internal processes.
- Analyzes and researches historical procurement information to identify opportunities for preferred suppliers, volume purchasing, discounts, preferred payment terms, and extended warranties.
- Communicates, trains and mentors staff on procurement processes to ensure that consistency and compliance is achieved across the organization.

- Develops and monitors performance metrics for the procurement function.
- Plans and implements projects that fall within the procurement service area.
- Researches and carries out special projects, studies and reports as assigned.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- A professional procurement designation such as, Supply Chain Management Professional (SCMP) or Certified Public Procurement Officer (CPPO) or Certified Public Procurement Buyer (CPPB) or a degree in Finance or a related field.
- Five (5) years of experience, preferably within the public sector, with in-depth knowledge of procurement.
- Strengths in a broad range of communication and interpersonal techniques and skills, as well as strong verbal and written communication skills.
- The ability to deliver public presentations, and prepare clear, concise reports for senior levels of management and Council.
- Proficiency with Microsoft Office suite of tools and other database and spreadsheet applications.
- Experience working with and leading teams.

Nice to have

- Familiarity with municipal governance, operations, and knowledge of rural communities.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$90,960.00 and \$113,702.00, flexible work options, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted on our website at careers.leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.