

CAREER OPPORTUNITY

PROCUREMENT SPECIALIST

Are you interested in joining an organization that's passionate about helping Manitobans save energy, money, and the environment?

Efficiency Manitoba is our provincial Crown corporation focused on working with Manitobans to reduce electricity and natural gas consumption in homes, businesses, and communities across the province.

We're a dynamic, nimble, action-oriented, and transparent organization that fosters positive engagement, creativity, and diversity across our team and those with whom we work.

We're currently recruiting for a full-time permanent Procurement Specialist.

POSITION OVERVIEW

Reporting to the Procurement Officer, this role provides direct support along with advice, guidance, and recommendations to the Efficiency Manitoba team on a variety of procurement activities.

The Procurement Specialist confidently provides functional procurement support for the organization, managing the timely and efficient sourcing of a variety of services, goods, materials, and equipment of varying value, complexity, and risk. In carrying out the role, the incumbent builds relationships while identifying requirements and collaboratively implementing continuous improvement opportunities. The objective of any continuous improvement will focus on consolidating and streamlining procurement activities while achieving the best value for Manitobans.

RESPONSIBILITIES

- Collaborate across the organization to facilitate the identification and articulation of requirements leading to the creation and execution of fully integrated long-term and short-term sourcing strategies around best cost, quality, and delivery for Efficiency Manitoba.
- Prepare all related documents required for a tender, contract, or amendment.
- Provide coaching, input, and recommend solutions and approaches to help the Efficiency Manitoba team navigate procurement needs and any challenges that may arise.
- Provide expertise and hands-on support for supplier sourcing, evaluation,

negotiations, and selection.

- Support the annual procurement plan, ensuring appropriate allocation of time and prioritization while balancing requirements in support of program objectives.
- Provide support to the Efficiency Manitoba team in effectively managing contract terms on a day-to-day basis and participate directly in resolving challenging issues when necessary.
- Provide a strong level of internal service aligned with Efficiency Manitoba's brand and culture to all team members.
- Identify the best negotiation strategies to respond to the needs of the team with the goal of delivering value and optimizing collaboration with suppliers.
- Identify and support opportunities to influence and initiate steps to implement coordinated procurement activities between program teams.
- Undertake necessary research and analysis to accurately and succinctly prepare briefing materials and correspondence
- Deliver presentations at varying levels across the organization on a variety of issues.
- Seek ways to streamline, automate, and simplify processes within the organization to optimize time and resources for the team.

REQUIREMENTS

- Bachelor of Commerce Degree (Hons.) with a focus in Supply Chain Management, plus a minimum two (2) years of experience directly related to the position responsibilities and requirements.
OR
An equivalent combination of education and directly related experience may be considered
- Proven ability to organize and manage various concurrent work assignments while meeting deadlines and commitments
- Demonstrated high degree of initiative, motivation, and sound judgment to handle complex procurement assignments, provide expertise, identify opportunities for improvement, and resolve challenges
- Demonstrated diplomacy and tact with a proven capability to work effectively in a team environment and communicate with all levels of internal and external parties
- Provide a high level of professionalism as well as solutions-oriented, customer-focused thinking and action when conducting work
- Proficient in Microsoft Office including Word, Excel, PowerPoint, Teams, and SharePoint
- Proficient knowledge of relevant legislation is considered a definite asset

- Demonstrated project management skills are considered a definite asset
- Must be an adaptable team player with a high degree of initiative
- Ability to multi-task and deliver results in a deadline-oriented environment

We're proud to provide and foster a supportive and team-oriented work environment. We offer a competitive compensation package, which includes a defined-benefit pension plan and access to a comprehensive health benefits plan. We provide the opportunity for virtual work arrangements and have a nine-day work cycle which normally results in every other Monday off.

The starting salary for this position will be commensurate with qualifications and experience. The salary range for this position is \$64,562.32 to \$89,334.82 annually.

At Efficiency Manitoba, we're committed to creating and maintaining a safe, equitable, and inclusive work environment. Women, Indigenous peoples, persons with a disability, and members of visible minorities are encouraged to self-declare in their application. Reasonable accommodations are available to applicants who may experience a barrier arising from a protected characteristic(s) identified in The Manitoba Human Rights Code. Please let us know if you require accommodations during the recruitment process.

We encourage interested candidates to apply by emailing their application, including their qualifications and relevant experience, to careers@efficiencyMB.ca no later than **Monday, October 28, 2024**. Please reference the position title in the subject line of your email.

We thank all candidates who apply; however, only those selected for an interview will be contacted.

For more information on Efficiency Manitoba, candidates can visit our website at efficiencyMB.ca.