



METIS ECONOMIC DEVELOPMENT ORGANIZATION

ACCOUNT MANAGER - PROCUREMENT

August 16, 2019 / Posting #20-003-15

The Metis Economic Development Organization (MEDO) seeks to hire **one full-time Account Manager - Procurement** position within our **ESGS Inc.** located in **Winnipeg, MB.** Remuneration is fair and equitable and shall be based on relevant work experience in both Sales and Procurement.

ESGS Inc. is a Business to Business (B2B) and Business to Consumer (B2C) organization. We pride ourselves in securing great pricing on high quality products and services to our clients. Reporting to the General Manager, the Account Manager – Procurement will sell and manage ESGS's supply of products and services.

Job Duties/Competencies:

- Promote and sell corporate promotions and custom artisan products to small and large business entities throughout the province of Manitoba;
- Develop, refine and execute strategic sales and marketing plan to increase overall profitability and client base;
- Develop and implement productive procurement strategies and establish partnership agreements with various suppliers/vendors to meet client demands, quality and pricing expectations;
- Review, analyze and negotiate vendor/supplier agreements, including price, quality and delivery options while maintaining a high level of integrity throughout the sales and supplier selection process;
- Schedule client meetings to clearly understand and define client's needs and expectations;
- Prepare and present product quotes, proposals and pricing options to clients;
- Finalize purchase details of orders and deliveries, maintain records of purchases, pricing, and other important data;
- Work collaboratively with team members and General Manager to complete tasks as needed;
- Create business proposals for new and existing opportunities;
- Responsible for building and maintaining strong business relationships and exceeding client overall satisfaction with services provided;
- Resolve customer complaints, document and share lessons learned with team and/or supplier to better improve process to avoid reoccurrence;
- Achieve and exceed sales growth targets, prepare and report on sales projections and tracking of key accounts;
- Review charts, graphs, logos, illustrations, and other artwork to ensure clients needs are met prior to production;

Skills and Qualifications:

- Minimum three years' experience in account management, sales or business development;
- Minimum three years' experience in procurement specifically in negotiating service or contract agreements with suppliers/vendors;
- College or university diploma required;
- Strong work ethics, reliability, integrity, honesty and fairness;
- Deep understanding of your role within a sales team, motivated, task driven with ability to achieve and exceed corporate objectives and meet sales target;
- Customer service focused with ability to develop long term business relationships;
- Excellent time management skills, organized with ability to multitask and work with strict deadlines;
- Strong business acumen with effective interpersonal, written and oral communication skills with ability to clearly understand clients' needs and pay attention to details;
- Proficient in the use of Microsoft Office Suite; knowledge of Adobe and graphic design/artwork is an asset;
- Valid Manitoba Driver's License and access to a reliable vehicle; and
- Knowledge of Metis Culture.

We offer a comprehensive benefits package including; health, dental, vision, pension and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter in Word format, referencing the job posting number and outlining your salary expectations by Sunday, August 25, 2019.

Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave, Winnipeg, Manitoba R3B 0J7
Email to: resumes@mmf.mb.ca Fax to (204) 947-1816
All our job postings can be found at: www.mmf.mb.ca.