



## METIS ECONOMIC DEVELOPMENT ORGANIZATION

### ACCOUNT MANAGER - PROCUREMENT

May 29, 2020

Posting #20-007-15

The Metis Economic Development Organization (MEDO) is a business investment and management firm that works with the Manitoba Metis Federation (MMF) to make key business investment decisions based on generating profit and building capacity for the long-term sustainability of the Metis within Manitoba.

The Metis Economic Development Organization (MEDO) seeks to fill **one full-time Account Manager - Procurement** position within our **ESGS Marketing Group** located in **Winnipeg, MB**. Remuneration is fair and equitable and is open to discussion based on experience. Reporting to the General Manager, the Account Manager – Procurement will manage ESGS's supply of products and services. The Account Manager – Procurement is responsible for procurement, account management, and graphic design. The Account Manager – Procurement will develop and implement productive procurement, sourcing strategies, and discover profitable suppliers and initiate procurement partnerships.

#### **Job Duties/Competencies:**

- Negotiate the best deal for pricing and supply contracts;
- Review and analyze all vendors, suppliers, supply, and price options;
- Maintain records of purchases, pricing, and other important data;
- Finalize purchase details of orders and deliveries;
- Work with team members and General Manager to complete duties as needed;
- Create business proposals for new and existing opportunities;
- Responsible for onboarding and integrating new clients and developing existing client relationships;
- Resolving complaints and preventing additional issues by improving processes;
- Forecast and track key accounts;
- Create charts, graphs, logos, illustrations, and other artwork using computer software;

#### **Skills and Qualifications:**

- Minimum of three years' experience as a buyer, procurement officer, and/or account manager role;
- Bachelor's degree in supply chain management, logistics, or business administration. An equivalent combination of training and experience may be considered;
- Experience in graphic design to create artwork an asset;
- Ability to develop effective relationships with vendors, customers, and colleagues;
- Proficient in Microsoft Office and Adobe Creative Suite;
- Good knowledge of Supplier or third-party management software;
- Excellent time management skills with the ability to meet tight deadlines and quick turnaround;
- Strong business acumen with effective interpersonal, written and oral communication skills;
- Aptitude in decision-making and negotiation skills with the ability to work independently, in a team environment, and with the public;
- Valid Manitoba Driver's License and access to a reliable vehicle; and
- Knowledge of Metis Culture and MMF programs and services.

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, referencing the job posting number by Sunday, June 17, 2020.**

**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.**

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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).