



# EMPLOYMENT OPPORTUNITY

**Closing Date:** 23.12.2024

## PROCUREMENT ADVISOR (TERM)

### WINNIPEG, MB

*Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!*

#### **Great Benefits**

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.
- Flex-time and partially remote work schedule (providing the option to work remotely 3 days per 2 week period), depending on nature of work, operational requirements and work location.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment, and customer service, while actively supporting a diverse, equitable and inclusive workplace.

We are looking for a temporary Procurement Advisor to join our team. Under the general direction of the Procurement Supervisor and the guidance of the Procurement Team Lead, the Procurement Advisor will be responsible for the timely and efficient strategic procurement of goods and/or services of moderate value, complexity, and risk. The applicant shall exhibit professionalism and good decision-making skills, ensuring the best overall value for the Enterprise in accordance with the Corporate policies and best practices.

#### **Responsibilities:**

- Responsible for the efficient procurement of material, equipment, service, and sales of Enterprise assets, applying professional knowledge as well as strategic and innovative thinking to maximize efficiency and achieve the best overall value for the Enterprise in accordance with Corporate policy, guidelines, and Supply Chain Management procedures.
- Review requisitions, determine the appropriate sourcing and evaluation strategy that best meets customer needs and market conditions, and maximize tender participation and compliance while achieving the best value.
- Prepare, issue, and receive tender documents.
- Oversee and participate in the analysis of tenders and Enterprise sales in accordance with established evaluation criteria, ensuring recommendations and award of business are in accordance with Corporate policy, best practice, and commercial law.
- Participate with customers and, at times, lead in procurement-related negotiations with suppliers.
- Prepare, issue, and award contracts. Ensure all relevant documentation is completed with all the required information for the purposes of obtaining approvals and recording and reporting business.
- Provide assistance in contract management and, at times, be prepared to lead contract management. Advise management of developments that may affect contracts, costs, schedules, and stakeholder relations and recommend courses of action.
- Report and document various vendor-related non-compliance, exceptions, and vendor performance relevant to future business, and update vendor/commodity lists and vendor performance files as required.
- Provide ongoing communication with all departments as required, informally or formally, verbally or in writing, to develop and maintain strong business relationships while providing quality service and meeting customer expectations.
- Assume the roles and responsibilities of others during peak work periods or prolonged absences.

#### **Qualifications:**

- Bachelor of Commerce degree or four-year relevant degree from a university of recognized standing with a major in supply chain, plus a minimum of one year of directly related experience.  
OR
- Post Graduate Diploma in Global Logistics and Supply Chain Management from an institute of recognized standing, plus technical courses in procurement, plus a minimum of three years of directly related experience.

OR

- Supply Chain Management Professional (SCMP) designation or equivalent professional designation and a minimum of five years of directly related experience.

OR

- An equivalent combination of education and experience may be considered.
- Ability to manage multiple simultaneous work assignments in a highly demanding and fast-paced environment.
- Demonstrated degree of diplomacy and tact with proven capability to effectively communicate and negotiate.
- Ability to compile and analyse complex information and implement recommendations.
- Strong interpersonal, written, and oral communication skills.
- Strong presentation and facilitation skills.
- Thorough knowledge of Microsoft Office applications.
- Understanding of public sector procurement and Trade Agreements would be an asset.
- General knowledge of government legislation, including but not limited to, Workers' Compensation Act, Workplace Safety and Health Act, Builders' Liens Act, and Federal and Provincial sales taxes.

### **Salary Range**

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$31.94-\$44.18 Hourly, \$61,202.96-\$84,652.88 Annually.

### **Apply Now!**

Visit [www.hydro.mb.ca/careers](http://www.hydro.mb.ca/careers) to learn more about this position and to apply online. The deadline for applications is **DECEMBER 23, 2024**.

We thank you for your interest and will contact you if you are selected for an interview.

***This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.***