

JOB DESCRIPTION

Job Title: Senior Procurement Specialist **Position Number:** 96-19

Incumbent: Vacant **Effective Date:** March 2018

Status: Permanent **Pay Level** 9 **Bargaining Unit:** X Yes No

Supervisor's Title: Manager, Procurement **Department:** Finance

SUMMARY:

The Senior Procurement Support Specialist, reporting to the Manager, Procurement, provides technical expertise, analysis and business advisory services related to the competitive bid process, negotiating contracts, ensuring public regulatory compliance where required and evaluating vendor performance. The position is accountable for the administration of specialized, high value and complex material, services and construction activities, generating best value through competitive bid processes and contract negotiations, and evolving business processes while ensuring a “best practice” state. All work shall be carried out and properly documented in accordance with Yukon Energy’s policies, guidelines and procedures while mitigating risk and complying with governing legislation.

DESCRIPTION:

1. Conducts highly complex and specialized procurement work by proactively overseeing and facilitating the entire competitive process, including supporting the development of vendor selection criteria, service and material requirements, contract management, bid file documentation, bid openings, progress payments, holdbacks, change orders and issuing approved competitive documentation.
2. Proactively develops, maintains and manages consultative relationships with various internal stakeholders, in addition to various vendors, service providers and regulatory bodies. Negotiates, drafts, awards/issues contracts, agreements and amendments with successful vendors, as well as manages, terminates and closes out contracts as and when required.
3. Assists in the development of policies and procedures related to the Procurement function and provides advanced system and technical expertise of purchasing systems and the development and maintenance of contracting templates in accordance with Corporate policy and industry best practices.
4. Proactively resolves complex issues and demonstrates innovative thinking by regularly making recommendations for new approaches to bid process, issue resolution and develops contingency plans to anticipated issues and potential risks.
5. Administers, coordinates and processes purchasing instruments (i.e. contracts, purchase orders, etc.) for goods and services for the Corporation. Ensures consistency and compliance with the terms and conditions, governing legislation and procurement and contracting policies, guidelines, procedures and signing authorities of the Corporation.

JOB DESCRIPTION

6. Records, monitors, reconciles, and reports contracting and procurement activities, expenditures and commitments.
7. Maintains the procurement records management system according to established guidelines.
8. Updates Yukon Energy's Procurement Services web pages to promote transparency of policies and guidelines and to ensure that current competitive opportunities are electronically posted.
9. Assists in the training to all levels of staff through interpretation of policy and guidelines, government trade agreements and legislation.
10. Mentor and coaches other team members.
11. Maintains the confidentiality of all Corporation information. Maintains safe working conditions and adheres to all Corporation policies, procedures and guidelines.
12. Other related duties as required.

WORKING CONDITIONS

Works primarily in a normal office environment with minimal exposure to physical injury or adverse environmental conditions.

EDUCATION AND EXPERIENCE

- Diploma or Degree in a Business related discipline, together with a Certified Professional Purchasing designation (SCMP - Supply Chain Management Professional, APICS - the Association for Operations Management or equivalent).
- 4 - 6 years of recent, relevant procurement experience.
- Equivalent combination of education and/or experience will be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Sound working knowledge of procurement processes, public and private, with particular focus on the public sector.
- Demonstrated leadership skills including the ability to act as a change agent to champion continuous improvement and to influence others.
- Demonstrated ability using negotiation principles and practices.
- Ability to effectively plan, execute and deliver recommendations and prepare proposals.
- Experience in developing purchasing strategies, business cases, cost accounting and financial evaluation methodologies.
- Strong knowledge of data based and computerized ERP purchasing systems, ideally with Great Plains, Paramount Workplace or equivalent.
- Good interpersonal, organizational, writing, communication, and negotiation skills.
- Strong knowledge of Windows based computer software applications.
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- Demonstrated commitment to supporting a team focused environment with peers, clients, vendors and all levels of management.