



Job Description

Job Title: Procurement Specialist

Position Number: 96-12

Status: Permanent, Full Time

Unionized Position

Reports to: Manager, Procurement

Department: Finance

Salary: \$40.11 - \$47.89 per hour + Bonus'

Summary:

Reporting to the Manager, Procurement the incumbent performs a full range of procurement and contracting activities for the Corporation. Administers and processes all purchasing instruments from initial request to final completions. Provides training, technical advice and direction to staff in the area of procurement activities. 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. Coordinates and participates in procurement activities (i.e. bid proposals; bid evaluations; contractual documentation; supplier management; contract management; conflict resolution; bid file documentation; bid openings, progress payments, holdbacks, change orders, security, deposits etc.).
2. Develops, maintains and manages consultative relationships with various internal stakeholders, in addition to various vendors, service providers and regulatory bodies. Provides direction, support and guidance to clients on matters related to the procurement. Plans, coordinates, advises and facilitates project teams and working groups in regards to procurement activities.
3. Purchases parts, materials, supplies and services in accordance with corporate policy and guidelines.
4. Administers, coordinates and processes purchasing instruments (i.e. RFx issues, 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.
5. Develops and manages supplier relationships, where possible capitalizing on long term arrangements with suppliers. Develops and maintains lists of primary and secondary suppliers. Conducts vendor assessment for quality, delivery and terms & condition compliance.
6. Records, monitors, reconciles, and reports contracting and procurement 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. Represents the Corporation with suppliers and clients/stakeholders and participates in negotiation sessions with supplier representatives, administering the supply requirements of assigned contracts or may assist with complex major procurement and contract transactions.
10. Contributes to the development and delivery of training on procurement and contracting systems, procedures and policies.
11. Maintains the confidentiality of all Corporation information. 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.

Knowledge, Skills and Abilities:

- Post-secondary education in business, contracting/procurement or another specialty relevant to procurement at a level sufficient to perform all aspects of the position with several years' experience in a computerized environment.
- Enrolled in or have completed either SCMP (Supply Chain Management Professional) or APICS (The Association for Operations Management) designations.
- Significant experience in planning, executing and controlling procurement initiatives, especially those related to goods, services and construction agreements.
- Significant experience in planning, executing and controlling RFx processes.
- Experience in developing purchasing strategies, business cases, cost accounting and financial evaluation methodologies.
- Strong client service orientation.
- Procurement experience with an ERP system, ideally Great Plains, 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.
- Ability to work in a team and cross-cultural environment.
- Ability to conduct meetings and provide briefings.