



METIS ECONOMIC DEVELOPMENT ORGANIZATION

ACCOUNT MANAGER - PROCUREMENT

July 11, 2019

Posting #20-003-15

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;

Skills and Qualifications:

- Minimum 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 deadline 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.

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

We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Please forward a cover letter, resume and salary expectations by Thursday, July 25, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.

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.