

## Purchasing Agent

Finance Office

Brandon, MB

Full-time, Regular

Competition # 29-22/23

Salary: \$60,995 to \$73,194 annually

Classification: Purchasing Agent 3

Assiniboine Community College strives to create *Exceptional Learning Experiences* for our students. We put a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement.

Our Finance team is excited to begin the search for our next Purchasing Agent, who will play a critical role in providing vision, leadership and direction, administration and fiscal management to the procurement function at Assiniboine. Working closely with all college departments and external suppliers, the Purchasing Agent maintains a high level of communication, customer support and guidance on purchasing processes, policy and procedures.

### **Be Passionate.**

You are passionate about accounting procurement and purchasing processes and will take the lead to provide innovative solutions that impact results, enhance profitability and assist Assiniboine in meeting our business objectives and goals. You will evaluate and manage end-to-end procurement procedures and work to improve procurement systems, identify synergies, and implement best practices and procedures to maximize efficiencies. You will provide direct assistance to our internal departments for complex tendering needs.

### **Take Initiative.**

You will have experience in all aspects of procurement processes, and will take initiative to build strong internal and external relationships with our staff, clients and vendors. You will negotiate contracts for materials, supplies, equipment and services with qualified vendors and develop new supply sources as required, while ensuring contracts with suppliers and vendors are consistent with Assiniboine objectives.

### **Deliver Results.**

To deliver results you will have several years of purchasing experience in a high-volume purchasing environment, with relevant education, and appropriate accreditation with supply chain/procurement associations (SCMA), an equivalent combination of education and experience may be considered. You will have strong computer skills with experience working with computerized purchasing systems, integrated financial systems and various software applications including Microsoft Word and Excel. You will be able to work independently, and use good judgement to make decisions, meet deadlines and work collaboratively with many stakeholders

**This competition will remain open until filled.**

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*Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promotes full participation to ensure dignity, respect, and equal access for all employees.*

*Assiniboine welcomes applications from all qualified candidates who are **legally entitled to work in Canada**, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

*If you are interested in this career opportunity, please forward your resume and cover letter to:*

**Assiniboine Community College**  
**c/o Human Resources**  
**1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9**  
**Fax 204.725.8736 or email [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net).**

*Requests for accommodations can be made at any point during the recruitment process through the same contacts.*

*We thank you for your interest. Those selected for further consideration will be contacted.*