

## Purchasing Agent

### Finance

Full time, Regular

Brandon, MB

Comp #122-24/25

Salary: \$61,508 to \$75,608 annually (\$32.63 to \$40.11 hourly)

Classification: PA2 Purchasing Agent 2

### About Assiniboine:

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

### Position Overview:

Reporting to the Purchasing Director, the Purchasing Agent is responsible for ensuring compliance and administration of the procurement function within Assiniboine College. The Purchasing Agent is responsible for the acquisition of goods, supplies, equipment and services necessary for the continuous operation of the College in accordance with established policies and procedures. Responsibilities include reviewing requisitions, processing purchase orders and communications with vendors and internal staff.

### Key Responsibilities:

#### General Accountabilities:

- ▶ Create value by introducing innovative solutions that can impact results, enhance profitability and assist Assiniboine in meeting its business objectives and goals.
- ▶ Assist with the development, coordination and compliance of policies and procedures regarding procurement processes and actively promote these initiatives.

#### Purchasing:

- ▶ Ensure the purchasing functions of Assiniboine are within the context of external and internal policies and guidelines.

#### Processing Requisitions and Purchase Orders

- ▶ Review, analyze, and edit requisitions from user departments to ensure the adequacy of tender/purchase descriptions and that data related to specifications, pricing, delivery, inspection and special conditions where necessary, have been provided.

#### RFP, RFQ, RFI Development, Evaluation and Award

- ▶ Assist in the development and analyze procurement specifications to ensure they are conducive to competitive tendering or procurement and ensure adequate justification is provided by the user department for non-competitive or sole sourcing arrangements

#### Negotiation and Administration of Contracts

- ▶ Assist users in the negotiation of contracts (price, terms and conditions) for materials, supplies, equipment and services with qualified vendors.
- ▶ Ensure contracts with suppliers and vendors are consistent with Assiniboine's objectives.

**Qualifications:**

- ▶ Have relevant education and appropriate accreditation with supply chain/procurement associations (e.g., SCMA) or equivalent
- ▶ Minimum 2 years senior purchasing experience in high volume purchasing environment
- ▶ The incumbent will be computer literate and have experience with computerized purchasing systems within higher education
- ▶ Must have experience an ability to work within an integrated financial system and various software applications including Microsoft Word and Excel.
- ▶ The work requires a high degree of independent thinking, judgement and decision making for the procurement of goods and services within the college.
- ▶ The work also requires an individual to be organized and meet purchase deadline commitments, on an ongoing basis.
- ▶ The purchasing agent must use tact and discretion in dealing with all segments of the public, including industry and college staff. The ability to communicate, both orally and written, is essential.
- ▶ The work requires individuals to keep pace with changing aspects of procurement, including policies, techniques, procedures, products, sources and market trends.
- ▶ Have a working knowledge of all relevant federal, provincial, local regulatory requirements surrounding procurement and supply chain including MERX, NAFTA.
- ▶ Demonstrated ability to solve problems within a large organization (preferably in the post-secondary environment), with good analytical, interpersonal and communication skills. The incumbent will possess the ability to establish and maintain an effective working relationship with all levels of the organization.
- ▶ The ability to establish effective relationships with students, staff, corporate partners and external vendors is essential to the successful and effective operation of Purchasing Agent's functions/responsibilities.
- ▶ Familiar with Manitoba Workplace Safety and Health legislation.

*This competition will remain open until the position is filled.*

*Discover full details about the position, please visit our careers website at  
[www.assiniboine.net/careers](http://www.assiniboine.net/careers).*

**Why Join Us?****Working Together:**

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

**Growing Together:**

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

**Forward Together:**

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ Creativity: We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ Collaboration: Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ Courage: Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome 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.

How to Apply:

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204 725 8729.*