

WE ARE NOW ACCEPTING APPLICATIONS FOR:

## **Procurement Administrator Administrative Level 5**

Reporting to the Procurement Manager, this position is responsible for providing value-added, cost effective and innovative corporate focused supply chain management support to internal and external participants of the procurement process. The Procurement Administrator will be responsible for ensuring compliance with the City of Brandon Tendering & Procurement Policies and Federal & Provincial Legislation with respect to procurement tasks and functions, such as preparing, reviewing & distributing bid opportunities, purchase orders and correspondence as required and when providing advice and guidance to departments. The Procurement Administrator is a first point of contact for Procurement Services and builds effective relationships with internal and external participants of the procurement process. This position is part of a team and is responsible for performing other clerical functions within the department when required.

### **MANDATORY QUALIFICATIONS & EXPERIENCE:**

- Grade 12, G.E.D., or Mature High School Diploma;
- Graduate of a recognized post-secondary institution in Business or relevant field;
- Minimum of three (3) years' experience in a business office environment.

### **PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Supply Chain Management Diploma, or equivalent;
- Experience using public relations skills;
- Experience in procurement (municipal procurement and centralized procurement environment).

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**NOTE:** The qualifications are not intended to limit the opportunities for interested candidates but provide the candidates with an understanding of the level of expertise required in this position.

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### **Competition # 230118**

Please apply with a cover letter and resume on-line at: <http://jobbank.brandon.ca/>

**Posted on:** November 6, 2023

Applications will be accepted until **11:59pm on November 21, 2023.**

This opportunity is open to all applicants; however, first consideration will be given to current City of Brandon CUPE employees.

The selection process for this competition will include testing and an interview.

The City of Brandon reserves the right to underfill this position.

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### **Rate of Pay:**

\$26.67 – \$27.77 per hour - 2023 rates.

**Position Conditions:** This permanent, full-time position (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69.

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*The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation.*

*If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or Twitter!*