



MÉTIS ECONOMIC DEVELOPMENT ORGANIZATION

PROCUREMENT ASSISTANT

January 31, 2024

Posting #23-15-027

The Métis Economic Development Organization (MEDO) is a business investment and management firm that works with the Manitoba Métis Federation (MMF) to make key business investment decisions based on generating profit and building capacity for the long-term sustainability of the Métis within Manitoba.

The MEDO seeks to fill **one full-time Procurement Assistant** position located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the Procurement Team Lead, the Procurement Assistant will assist with ESG's (Red River Métis Marketplace) supply of products and services, and is responsible for procurement, accounts, and graphic design.

Job Duties/Competencies:

- Review and analyze all vendors, suppliers, supply, and price options;
- Maintain records of purchases, pricing, and other important data;
- Participates in the selection of suppliers based on criteria;
- Develop plans for purchasing equipment, services, and supplies;
- Approve the ordering of necessary goods and services;
- Prepare requisitions and purchase orders;
- Assist with challenging client requests or issue escalations as needed;
- Create charts, graphs, logos, illustrations, and other artwork using computer software;
- Collaboration with MMF Departments and Affiliates for project related work.

Skills and Qualifications:

- Experience as a buyer, procurement officer, and/or account coordinator role;
- 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;
- Excellent time management skills with the ability to meet tight deadlines and quick turnaround;
- Strong business acumen with effective interpersonal, written, and oral communication skills;
- Aptitude in decision-making with the ability to work independently and in a team environment; and,
- Valid Manitoba Driver's License and access to a reliable vehicle.

We offer a comprehensive benefits package including health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Thursday, February 8, 2024.

The MEDO requires a satisfactory criminal record check prior to commencement of employment. The MEDO will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

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

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.