



MÉTIS ECONOMIC DEVELOPMENT ORGANIZATION

PROCUREMENT TEAM LEAD

January 31, 2024

Posting #23-15-029

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 Team Lead** position located at 150 Henry Ave in **Winnipeg, MB**. The Procurement Team Lead will be responsible for ESGS's supply of products and services. The Procurement Team Lead will work with the ESGS Manager and will develop and implement productive procurement, sourcing strategies, and discover profitable suppliers and initiate procurement partnerships.

Job Duties/Competencies:

- Review and analyze all vendors/ suppliers, supply, and price options;
- Recommend new processes or systems for improvement; implement new ideas and strategies;
- Evaluate the pros and cons of each company, based on price, quality, speed of delivery and other factors;
- Develop plans for purchasing equipment, services, and supplies;
- Approve the ordering of necessary goods and services;
- Prepare requisitions and purchase orders;
- Communicate performances and costs to ESGS Manager;
- Maintain records of purchases, pricing, and other important data;
- Responsible for onboarding and integrating new clients and developing existing client relationships;
- Responsible for keeping current clients satisfied and delivering exceptional client service on a day-to-day basis.

Skills and Qualifications:

- Diploma or Degree in supply chain management, logistics or business administration;
- Minimum of three years' experience as a buyer, procurement, and/or Procurement 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.