

Procurement Administrator

Corporate Services - Procurement

Competition #33

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This is a full-time, permanent position of 36.25 hours per week. It will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69. First consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position.

NOTE: Successful applicants must pass a Police Criminal Record Check.

Rate of Pay: \$28.43 - \$32.05 per hour - 2023 rates.

Closing Date: 11:59pm, January 6, 2025.

This competition will include testing and an interview.

PURPOSE OF POSITION

Reporting to the Procurement Specialist, 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, 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.

TYPICAL DUTIES AND RESPONSIBILITIES

- Manages all customer enquiries made by phone, in person or in writing, in a courteous and expedient manner and acts as a resource person for procurement and related enquiries.
- Responsible for providing direction, advice and support to departments to determine business requirements, specifications, sourcing strategies and performing supply chain management functions including research, development of bid opportunities and analysis.
- Verify all authorities are in place prior to initiating purchasing action.
- Ensure compliance with the City's Tendering and Procurement Policies.
- Responsible for preparing bid documentation from project initiation through project award.
- Responsible for initiating, developing and maintaining effective collaborative relationships with departments and assisting with resolution of a variety of procurement matters.
- Responsible for monitoring procurement activities and competitive bid processes to ensure due diligence to mitigate and manage legal, legislative, regulatory and reputational risk.
- Responsible for educating and training departments on effective procurement methods as well as policies, procedures and best practices while fostering compliance with an open, fair and transparent procurement process.
- Responsible for fostering and maintaining active relationships with departments to determine future

requirements and opportunities.

- Responsible for maintaining accurate records and document management to ensure accountability and for audit purposes.
- Responsible for maintaining outstanding Bid Opportunity files and tracking annual files.
- Perform weekly, monthly, and annual processes such as inputting and reconciling information and running reports.
- Facilitates site visits.
- Monitor capital and operating budget requirements in accordance with the Annual Financial Plan.
- Continually promote services of Procurement Services and support the core values and business practices of supply chain management.
- Analyzes corporate procurement activities and recommends improvement through more effective procurement methods, trends, quantity review, standardization, value analysis and cooperative purchasing.
- Be current with tax legislation and notify departments of any relevant updates.
- Perform internal audits for data accuracy.
- Performs some of the responsibilities of other clerical & cashier functions within the Department due to staffing levels and when workloads require increased attention.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., 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 (required to obtain level 3);
- Experience using public relations skills;
- Experience in procurement (municipal procurement and centralized procurement environment)

WORK CONDITIONS

The Procurement Administrator works independently and in a team environment.

- Work in a shared and consultative manner with other employees (daily).
- Wide variety of tasks requiring ability to manage multiple unrelated projects and make independent decisions (daily).
- Self-motivated, and quality driven, to perform independent projects (daily).
- Work is normally subject to periodic checks by a member of the Finance Management Team who are available for advice on difficult or unusual problems, as well as through internal controls, audit and review of reports (occasionally).
- Responsible to the Procurement Specialist

Please contact HR@brandon.ca for a complete job description

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 X!