



JOIN OUR TEAM!

Manager, Procurement and Property – Brandon, MB

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

Management and Administration

- Manage the administration and control of inventory procurement, fulfillment, custody, tracking, disbursement and reporting
- Lead the development and implementation of efficient and effective procurement and property management operations, benchmarking against industry standards and establishing Key Performance Indicators and achieving them.
- Maintain forecasting methods that ensures that inventory items for both regular operations and capital projects are adequately planned for, acquired, and delivered on a timely and cost-effective basis
- Ensure the ongoing compliance of all properties and property operations with all health and safety policies and regulatory requirements, including maintaining high quality working environment for staff and guests.
- Monitor and complete leases for property and ensure compliance with contract terms.
- Oversee the development and completion of capital projects related to building renovations or additions, engaging with contractors, engineers, and permit authorities as required ensuring objectives are achieved within budget.
- Ensure insurance coverage levels are adequate in managing identified risks in relation to premium levels for all identified insurance coverage needs

Budget/Financial

- Draft budgets based on each department's goals and objectives
- Monitor and report on each department's budget status including variance analysis and projections
- Provide approval for purchase orders and authorization on all invoices related to each department's budget in accordance with company policy

Leadership & Employee Development

- Provide leadership to foster innovation, with the ability to influence and motivate for change, and to maintain effective working relationships at all levels
- Mentors, coaches and develops employees within the department to ensure short and long-term capacity
- Leads employee selection, training, guidance, performance management and development to ensure department objectives, goals and performance standards are met
- Leads and promotes positive change within the department and organization

Education / Experience

- Bachelor's degree in Business, Operations Management or a combination of relevant education and experience preferred
- Minimum of five years of experience in supply chain management, warehousing, inventory control, property management or a combination of relevant experience
- Proven track record of leading s procurement or property team or equivalent experience
- Superior analytical and risk assessment skills supporting continuous improvement initiatives
- Extensive knowledge of process and business systems improvements and implementation
- Strong understanding of the business requirements to succeed in a competitive marketplace

Skills and Competencies

- Strong professionalism in all aspects of work
- Strong written and oral communication skills, leadership abilities, and interpersonal skills to effectively communicate to all levels of audiences
- Demonstrated ability to build and maintain productive alliances and partnerships with internal and external customers
- Functions autonomously and proactively in a dynamic, entrepreneurial environment
- Highly organized, self-motivated; leadership style of continuous improvement
- Strong leadership presence with a high motivation to meet personal, team and corporate goals
- Demonstrated strategic planning and problem-solving skills
- Quickly establishes positive relationships that engender trust and motivate others to invest in organizational goals, processes, and systems
- Establishes and communicates clear expectations, deliverables, and deadlines
- Positively leads and motivates cross-functional teams
- Strong qualitative and quantitative data analysis abilities
- Ability to research and quickly resolve technical issues
- Ability to handle multiple, concurrent priorities
- Exceptional computer software skills (MS Excel/Word/PowerPoint/Outlook)
- Advanced expertise in all phases of project management
- Demonstrated capabilities in proposal development

As an equal-opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

Deadline for applications: NOON on Tuesday, April 20, 2021.

**Apply today to join our team at <https://westmancom.com/careers>
and begin your exciting career journey with us!**