

**WE ARE NOW ACCEPTING APPLICATIONS FOR:**

## **Procurement Specialist**

### **Administrative Specialist - Level 3**

The Procurement Specialist is responsible for providing leadership and specialized knowledge to staff engaged in supply chain activities, ensuring procurement decisions achieve best overall value for the corporation and that the integrity of the procurement process is maintained. The Specialist promotes standardization and process improvements through supply chain methodologies, strategies and practices. The Specialist is part of a team and is responsible for performing other clerical functions within the department when required, as well as providing excellent customer service to both internal and external customers.

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

- Grade 12, G.E.D., or Mature High School Diploma;
- Hold a degree from a recognized post-secondary institution, in Business or a relevant field;
- Minimum three (3) years' continuous direct experience in a procurement or supply chain role;
- Leadership or supervisory experience;
- Hold and maintain a valid Manitoba Class 5 drivers license;
- An equivalent combination of experience and education may be considered.

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

- Supply Chain Management Professional (SCMP) designation, or equivalent
- Public sector procurement experience is an asset;
- ERP systems experience is an asset;
- Accounting knowledge is an asset;
- Proficiency in Word and Excel (intermediate to advanced) is an asset

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#### **NOTE:**

- Successful Applicant must pass a Police Criminal Record Check
- Coursework in procurement & supply chain management, public sector procurement and competitive bidding is required by the successful applicant.
- 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 # 230054**

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

**Posted on:** April 25, 2023

Applications will be accepted until **11:59pm on May 9, 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:**

\$38.02 – \$41.97 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!*