

POSITION VACANCY

TITLE: Associate Director, Procurement **LOCATION:** Tri-Campus
DEPARTMENT: Financial Services **START DATE:** Immediately
REPORTING TO: Director, Finance

DUTIES:

The Associate Director, Procurement provides strategic leadership for the Procurement and Distribution Departments. The incumbent is responsible to direct and guide the overall functions of Procurement and Distribution Services for the College. This position is also a key resource for the Director of Finance, the Senior, VP Corporate Services, and other members of St. Lawrence College on all matters of the Colleges procurement activities and links those efforts to the College's strategic plan.

This position is accountable for ensuring the College's procurement activities adhere to College policies and legislative requirements, including the Broader Public Sector Directive (BPS), relevant trade agreements, the Canadian Law of Competitive Processes and Contract Law.

The incumbent leads the procurement team's strategic planning, development, implementation, and management of key procurement sourcing strategies that include the creation and evaluation of formal requests for proposal, negotiating contracts, market evaluations, quality assessments and quality assurance functions to support College business operations. The incumbent is responsible for the efficient procurement of goods and services, conducted in a legal and ethical manner, which results in the best value for the College. This includes reviewing and understanding department requests and budget; communicating with vendors; examining price, suitability and availability of goods or services; comparing specifications, reviewing alternatives, and making recommendations. The incumbent acts as the College resource person in dealing with internal and external contacts on purchasing-related matters and has the responsibility and accountability for establishing all service contracts.

The incumbent ensures that the information systems used contribute to the improvement of the productivity of the services under their responsibility. Evaluates the effective use of procurement systems and leads approved system improvement and upgrade projects.

QUALIFICATIONS:

Education and Experience:

A minimum of a 3-year diploma/degree in a relevant field of study such as Business, preferably with an Accounting or Supply Chain Concentration (or equivalent). Completion of courses in purchasing through the OPBA or Supply Chain Canada. Completion of purchasing designation (i.e., Certified Public Procurement Officer (CPPO) or Certified Public Procurement Buyer (CPPB) or Certified Supply Chain Management Professional (CSCMP) or equivalent preferred. Experience in construction/facilities or IT procurement preferred.

A minimum of 7 years of knowledge of public sector contract and competitive bidding laws and of progressively responsible experience in the purchasing field as a procurement professional. Experienced in negotiation and professional business interaction with outside vendors and agencies. Demonstrated ability to improve efficiencies, grow volume and expand services in a similar organizational structure. Supervisory experience including hiring, assigning work, evaluating, performance appraisals, performance management, discipline, professional development, etc. Experience and demonstrated ability to provide fiscally sound guidance and advice. Experience organizing a heavy workload, setting priorities, and meeting strict, non-negotiable deadlines. Experience and proven ability to collaborate across organizational structures. Experience with strategic planning and execution. Experience with integrated accounting and purchasing components of Enterprise Resource Planning (ERP), preferably PeopleSoft Finance. Extensive experience with Microsoft applications in particular Excel and Word. Experience in working in a self-directed and collaborative environment with minimal supervision.

Other Required Qualifications:

- Strong focus in customer service, problem solving and financial analysis.
- Strong accounting, planning, and budgeting background and a proven ability to use data analysis tools.
- Ability to recognize and resolve ethical conflict of interest and confidentiality of information and understand the related personal liability in regards to both.
- Ability to organize, prioritize and schedule a high volume of tasks in a demanding environment, typically under strict time constraints.
- Highly effective communication skills conducted with diplomacy, integrity, and professionalism.
- Demonstrated negotiation and public relations skills.
- Possession of strong project management skills with an emphasis on change management and internal stakeholder and external community client satisfaction.

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Physical/Work Environment Essential Requirements:

The incumbent may be required to keyboard for considerable amounts of time. Travel for meeting and conferences may be required for a moderate amount of time. The successful incumbent must have the ability to report to the work location or work temporarily from a remote location with reliable internet access, as approved by the College and in accordance with the college's Telework Policy.

SALARY AND TERMS:

Admin Group: Pay Band 12: \$92,710 - \$123,614 per annum, commensurate on education and experience. In addition to the salary, the position is eligible for pay for performance.
Hours per week: 37.5
Posted Date: November 21, 2022
Closing Date: December 5, 2022 (4:00 p.m.)

How to Prepare your Application for Submission: You will be able to attach only **one** document to your application. To prepare your application: Combine your cover letter and resume as one document. Save your document in .PDF, .doc, or .docx format using **Last Name, First Name** as your naming convention. Click on the **Apply Here** link and complete the application form. Attach your cover letter/resume document to the application form.

Apply Here: [Associate Director, Procurement - ADMN-22/23-147](#)

THIS IS A FULL-TIME ADMINISTRATIVE UNIT POSITION

St. Lawrence College is committed to employment equity and diversity in the workplace. We encourage and welcome applications from members of the designated groups, including women, racialized minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation and identity. St. Lawrence College is committed to an inclusive, barrier-free selection process. SLC provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact Belonging, Human Resources and Organizational Development at employ@sl.on.ca. To obtain a copy of this position vacancy or any of the position related documents in an alternate format please contact employ@sl.on.ca and our Human Resources Consultants will address your requests for accommodation confidentially.

This job opportunity is open to both internal and external applicants. Only those who are selected for an interview will be contacted.