



Your Connection to Wildlife

As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position...

Procurement Manager

Summary

The Procurement Manager is responsible for the tactical procurement of commodities, supplies, equipment, and services to be used by the organization.

This individual will utilize expert knowledge to purchase goods and services that meet quality requirements and specifications at the most favorable price for the company, while simultaneously building and maintaining strategic relationships with key suppliers.

Responsibilities will include the strategic forecasting, contract negotiation, development of purchasing policies and procedures for ensuring the availability of all necessary materials required to support the our programs.

Job Duties

- Evaluate and enhance our operations in local spending while researching and prospecting developments in Canadian spending
- Manage every aspect of the supply chain and notify the Project Lead of any possible obstacles to ideal efficiency
- Coordinate deliveries
- Enforce policies and procedures for risk management and mitigation
- Negotiate with external vendors to secure advantageous terms
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Expect unfavorable events through analysis of data and prepare control strategies
- Control spending and build a culture of long-term saving on procurement costs
- Plan, organize, direct, control and evaluate the purchasing activities of the organization
- Update purchasing policies and procedures
- Identify vendors of materials, equipment or supplies
- Perform cost analysis and set appropriate benchmarks
- Evaluate cost and quality of goods or services
- Participate in the development of specifications for equipment, products or substitute materials
- Review and process claims against suppliers
- Maintain an extensive database for all orders that is up to date and provides information for analysis and reporting.
- Stay current with internal and external factors impacting procurement function.
- Prepare and administer bids, requests for quote, requests for proposal, requests for information, and other vendor documentation.
- Work with department to calculate annual requirements for products or services and reconcile amounts against available budget.
- Advise departments and business units of lead time required to obtain products or services.



- Make alternate arrangements in the event of shortages or delayed deliveries to minimize impact on the organization.

Requirements

- 7 - 10 years progressive experience in a purchasing role. At least 5 years in a supervisory role.
- Proven success in a supervisory, management or leadership role in Purchasing.
- Comprehensive experience drafting RFP's and vendor agreements including the ability to strategically assess and mitigate risk with vendors and suppliers through well-structured agreements.
- Exceptional oral and written communication skills to communicate effectively with all levels within the organization and with external stakeholders.
- Knowledge of the appropriate tools for grading, analyzing, and assessing materials, equipment, supplies, services, and other commodities.
- Able to build and maintain lasting relationships with corporate departments and key business partners.
- Able to work efficiently as a part of a team as well as independently.
- Excellent time and project management skills.

Assets:

- 3-5 years' experience in Procurement Management
- Experience using Sage 300 Job Costing and Purchase Order modules
- Certified Professional Purchaser (C.P.P.) designation or registration in the educational program of the Purchasing Management Association of Canada.
- Working experience in the Direct Mail industry preferred.
- Experience in dealings with Canada Post in relation to our Direct Mail Programs.

What we offer:

Medical, Dental, Vision (Employer funded)

Pension Plan (employer/employee funded)

Paid Leave – Vacation and Sick Leave

A friendly, professional and team-oriented environment

Job Type: Full-time

Job Location: 350 Michael Copeland Drive, Kanata, ON

Interested and qualified applicants are encouraged to submit their resume and cover letter to careers@cwf-fcf.org by June 23rd, 2019. Candidates who meet the qualifications and experience for the position will be contacted for an interview.

We thank you for your interest in the Canadian Wildlife Federation.

AODA Statement for Offer of Employment

Canadian Wildlife Federation "CWF" is committed to accessibility and to protecting the human rights of its employees. In support of this aim, CWF has implemented an accommodation process that provides accommodations for employees with disabilities. CWF will accommodate employees with disabilities up to the point of undue hardship.

The accommodation supports available to employees are laid out in our Accommodation Policy. If your acceptance of the terms and conditions of this Offer of Employment necessitates a specific accommodation because of a disability or a medical need, please contact the Human Resources Department. This ensures that the appropriate accommodations are in place before you begin your employment. Do not hesitate to reach out to the Human Resources Department if you require an accommodation related to a disability or a medical condition at any point during your employment with CWF.