

**City of Beaumont
Procurement Specialist**

The City of Beaumont is growing and so is our Finance team! Our team is highly collaborative, professional, fun, and passionate about supporting the vision of a growing, vibrant, and spirited community. Beaumont's location within the Edmonton Metropolitan Region, provides a variety of rewarding challenges and the opportunity to apply forward-thinking concepts to advance Beaumont's vision.

Are you ready to take on a pivotal role where your expertise in procurement can shape the efficiency and success of our organization? If so, join our team as the Procurement Specialist, where you'll play a crucial role in overseeing sourcing, negotiation, and contract management activities to ensure efficient procurement of goods and services while adhering to budgetary constraints and regulatory compliance. This position is instrumental in streamlining procurement processes, optimizing costs, and mitigating risks, ultimately supporting our organization's operational efficiency and strategic objectives.

What YOU'RE Responsible for:

- Oversee the development and implementation of procurement policies and guidelines to ensure compliance with regulatory requirements and internal controls.
- Guide city departments through procurement practices following City's Directives, processes, and best business practices.
- Conduct thorough reviews of procurement processes to identify bottlenecks and implement optimization strategies.
- Evaluate and manage the supplier base to secure favorable terms, pricing, and quality standards.
- Assign tasks, set objectives, and conduct performance evaluations for purchasing staff to maintain high standards of productivity and quality.
- Ensure adherence to Legislative regulations, Safety Directives and procedures and all respectful workplace standards.
- Report unsafe conditions and near miss incidents promptly.
- Attend regular safety meetings and promote a positive attitude.
- Other duties as assigned.

What YOU Bring:

- University degree in a related field with a specialization in Supply Chain Management or Procurement.
- Certification such as Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPB, CPPO), or NIGP designation (NIGP-CPP).
- 7-10 years of professional procurement experience in municipal or public sector settings.
- Knowledge of relevant legislation and trade agreements, along with proficiency in Microsoft Office and procurement software.
- Equivalencies may be considered.

What WE Offer:

- A salary range of \$92,019.20 - \$120,065.40 per annum (based on experience and qualifications)
- Employer paid Health and Dental benefits package
- Health Wellness and Learning Spending Account
- Membership to the Beaumont Sport and Recreation Centre
- Enrolment in Local Authorities Pension Plan (LAPP)
- 35-hour work week (some evening and weekend work may be required)

Chance to make a meaningful impact on operational efficiency and strategic objectives.



If you're a procurement professional seeking to make a significant impact in streamlining processes, optimizing costs, and supporting strategic objectives, we invite you to apply and become a vital part of our team dedicated to operational excellence and organizational success.

If you meet these qualifications, please submit your cover letter and resume as one document. This competition will remain open until filled. Applications will be reviewed starting July 8, 2024.

The City of Beaumont is an inclusive and equal opportunity employer. We value the diversity of the people we hire and serve. This means fostering a workplace in which individual differences are recognized, appreciated, and respected. Any persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, careers@beaumont.ab.ca

Information For Applicants:

- Applications can be submitted via our online recruiting system <https://cityofbeaumont.applytojob.com/apply> . If you have any difficulties, please reach out to our HR department.
- We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted.
- Final candidates for this position will be required to undergo pre-employment screening, including reference checks, education verification, and a criminal record check.