

OKANAGAN COLLEGE

Okanagan College transforms lives and communities. We are one of Canada's leading colleges. We create outstanding educational experiences for our learners, both students and employees. We work and learn in a welcoming and caring culture. We are a catalyst for change through collaboration with our learners and partners. We serve, lead and anticipate the social, economic and environmental needs of communities.

Position Title:

Procurement Officer

Competition Number:

C002907

Division/Portfolio:

Financial Services

Department/Program:

Finance Department

Campus/Centre:

Kelowna

Flexible Work Options:

Eligible for Hybrid Work

Your Opportunity:

Reporting directly to the Procurement Services Manager, this Procurement Officer provides value-added purchasing services to the College; conducts the efficient and cost-effective procurement of goods, services, and construction contracts along with the disposal of obsolete or surplus assets in accordance with the mission, values, goals and policies of Okanagan College; Provides a high standard of customer service and builds strong working relationships with faculty, administrative units and other key stakeholders across the College community; Monitors and advises the Manager of any changes in the marketplace that could significantly impact the College; and leads and implements projects, procedures and system enhancement to achieve departmental and College goals. This position will work directly with other members of the Procurement Services team to share/exchange duties as needed. Significant financial risk and responsibility is associated with this role via the analysis and acceptance of bids, call for tenders and the management of the partnerships of the successful bidders and staff they are supporting.

Education and Experience:

Completion of Grade 12 and a business/supply chain/finance related diploma; as well as a Supply Chain Management Training program certificate or Public Sector Procurement Program certificate or equivalent. Over 4 years and up to and including 6 years of directly related experience.

Functions and Duties:**Typical Duties**

1. Plans, coordinates, and delivers on the procurement of goods, services, and construction requirements for a wide variety of commodities and services for Okanagan College.
2. Performs complex purchasing assignments such as those related to capital.
3. Determines the appropriate process (e.g.: Quotation requests, Tenders, Request for Proposals, Request for Qualifications, Requests for Expression of Interest) for the procurement of goods, services and construction that provides the college with the “best value”.
4. Ensures procurement complies with contract and bid law, policy, and legislation to ensure proper audit and business practices for purchasing and contracts are implemented, monitored, and controlled.
5. Performing market research on the web, on BCBid or via networking in preparation for certain tenders and/or contracts.
6. Prepares and/or assists departments in preparing detailed specifications and prepares bid documents or contracts appropriate to the type of process being utilized.
7. Reviews and evaluates incoming requests for completeness, accuracy of budget signing authorities, appropriate budget application, specification detail and compliance with government regulations, College’s policies and guidelines, tariffs, and tax regulation. Considers appropriateness of procurement based on market trends, supply conditions, time constraints, contract duration and changing sources of supply.
8. Provides guidance and advice for clients when creating appropriate evaluation criteria, weighting and methodology ensuring the evaluation processes adhere to best practices, bid law and policy.
9. Prepares and posts the notices for publication of the calls for tenders on the government’s public tendering website “BCBid” for review by proponents.
10. Responsible for the efficient procurement workflow by reviewing purchase requisitions, obtaining supplier quotes (including reviewing tender proposals), creating purchase orders and/or contracts, and facilitating effective communication with suppliers.
11. Creates, issues, and finalizes contracts, analyzes proposal summaries, informs, and debriefs unsuccessful proponents and prepares contracts.
12. Performs vendor pre-qualification, research availability, quality and price. Evaluates competitive bid documents, recommends the successful bidder to the Manager; and prepares contracts / purchase orders for the successful proponent.
13. Advises on and works to resolve post-award contract issues (e.g.: non-compliance).
14. Monitors purchasing cycles to ensure timely delivery.
15. Responsible for continuous improvement initiatives.

16. Administration of Okanagan College Procurement Card Program across the College.

17. Responsible for the procurement of furniture and related equipment for the College.

Leads the effective operation of the Procurement branch

18. Develops and maintains relationships with purchasers, vendors, brokers, couriers, freight forwarders to ensure best practice and value-added solutions in all purchases. From these relationships maintain a comprehensive database of vendors, including vendor lists, evaluations, and documentation. Connect with vendors to ensure the college has the latest vendor/product information.

19. Ensures consistent sourcing and contracting activities adhere to standard document templates and maintains adherence to established procurement processes and best practices.

20. Implements organizational controls to ensure expenditure compliance, identifies, monitors, and mitigates risk in all activities for all business units within Okanagan College.

21. Creates reports and provides statistics on expenses by the College with various contractors and in various domains.

22. Establishes, implements, and updates procedure manuals.

23. Reviews and develops content for departmental website and support material.

24. Develops and delivers training sessions and materials related to procurement systems, processes, and procedures for College staff responsible for procurement.

25. Uses judgment, creative problem solving and ingenuity to satisfactorily resolve concerns or complaints received, bringing forward issues that require broader consultation and consideration to the Procurement Services Manager.

26. Initiates and participates in the development and implementation of process improvements, service standards, tools, and practices to meet departmental and College supply demand and goals.

27. Undertakes procurement projects as assigned by the Procurement Services Manager.

28. Liaises with other post-secondary institutions, professional organizations, and other relevant committees or organizations as necessary.

29. Monitors industry developments and trends, supply conditions and changing sources of supply to identify areas of opportunity or impact for the College and makes recommendations to the Procurement Services Manager.

Promotes and ensures a high level of service for the College community

30. Demonstrates excellent customer service to facilitate the provision of procurement services for the College community and monitors and reviews service to provide responsive improvements to the Procurement department.

31. Act as a liaison between the College, its clients and the suppliers on day-to-day process and system matters.

32. Maintains knowledge of current procurement practices and the functions, business processes and changes within the Procurement and Finance departments, maintaining two-way communication with workgroups.

33. Administers and coordinates branch workload to meet deadlines and departmental/College goals.

34. Performs other related duties similar in scope and complexity.

35. Maintains confidentiality of all sensitive information and documentation obtained in procurement activities and provides due diligence when releasing information to vendors, public, government agencies and the internal community, respecting the legislation surrounding the Freedom of Information and Protection of Privacy.

Financial Responsibility

36. Responsible for managing the efficient procurement and finding the "best value" cost options to meet the College's budget. The College's payments to suppliers averages around \$50M dollars on a yearly basis.

Skills and Abilities:

- Comprehensive and demonstrated knowledge of current procurement, inventory control and merchandizing practices, standards, and laws.
- Excellent accuracy and professional judgment.
- Demonstrated analytical skills.
- Strong communication (verbal and written), customer service and interpersonal skills with ability to develop and maintain exceptional relationships with internal and external contacts.
- Superior organizational, planning and time management capabilities.
- Team player with an aptitude for working in a collegial and collaborative environment.
- Proven ability to problem solve, make decisions, and assume responsibility and accountability.
- Demonstrated ability to work well under pressure and meet multiple, shifting deadlines for a variety of activities and projects.
- Excellent computer skills with proficiency using Microsoft Office and enterprise resource programs such as Ellucian Banner and Millenium FAST, as well as solid analytical skills with the ability to create, analyze and present financial reports.
- Strong negotiation skills.
- Ability to work autonomously and effectively with the Procurement Services Manager.

Appointment Type:
Support - Regular Full-time

Appointment Start Date:
11/01/2024

Annual Salary/Hourly Rate:
\$61,753 - \$70,561

Special Instructions to Applicants:

All applications should be accompanied by a resume and cover letter.

Shortlisted internal candidates must notify the current Support Staff Bargaining Chairperson and People Services if they want a Union Observer during interviews and final selection of candidate.

Posting Opening Date:
08/26/2024

Posting Closing Date:
Open Until Filled

APPLICATIONS:

To apply for this position, please go to our employment site: <https://www.employmentopportunities.okanagan.bc.ca> and complete an on-line application.

All applications must be submitted through our employment site to be considered.

Okanagan College is committed to increasing the equitable and inclusive participation of marginalized people in all aspects of college life. We welcome and encourage applications from Indigenous Peoples, Black People, members of racialized groups/visible minorities, people with disabilities and people with diverse gender identities or expressions. People with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, AccessibilityHR@okanagan.bc.ca