

Recruitment Details

Job Title: Buyer 2

Department: Corporate Finance

Designated Work Location: 185 King Street

Position Type: Permanent, Full-time

Salary: \$2424.78 - \$3056.34 Bi-weekly

Posting No: 124692

Closing Date: July 5, 2024

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a respectful, diverse, safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, a hybrid of remote work may be available; subject to review and approval. Currently the Purchasing staff work 2 days remote and 3 days on-site. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQIA+ Peoples and Newcomers are encouraged to self-declare. Requests for Reasonable Accommodation will be accepted during the hiring process. Preference to internal applicants may be applied.

Job Profile

Under the general supervision of the Contracts Supervisor, the Contracts Officer (Buyer II) is a full working level position that establishes and administers contracts for the purchase of a wide variety of goods and/or services to satisfy the needs of the City and provides guidance to junior staff and to clerical staff.

As the Buyer 2, you will:

- Determine City requirements through consultation with other Branches, Divisions and Departments.
- Develop and maintain bid solicitation documents, contracts and specifications for goods and services (includes Expressions of Interest (EOI), Request for Qualification (RFQ), Request for Proposals (RFP) and Tenders)
- Assist and guide a cross-functional team through a comprehensive evaluation of proposals utilizing weighted evaluation criteria and determining where they are applicable.
- Interview bidders and inspect products, equipment and facilities to determine qualifications of bidders.
- Mentor Contract Administrators related to evaluation and negotiation.
- Negotiate terms and conditions of contracts; award or recommend award of contracts.
- Review documents developed by user departments.
- Develop and maintain a comprehensive knowledge of goods and services.
- Maintain accurate and comprehensive reference resources including sources of supply and forecasting long term factors, including price and availability
- Conduct market assessment of potential sourcing initiatives.

- Monitor factors having long term effects on commodities (e.g., regulatory requirements, general economy, industrial trends).
- Assist in development and maintenance of databases, including but not limited to: supplier registry file, contract follow-up file, commodity file, catalogue file, cost saving reports, supplier performance, Division performance parameters.
- Assist in developing systems and procedures (e.g.: ordering, payment processing, standard clauses and forms).

Your education and qualifications include:

1. Successful completion of the following within the Supply Chain Canada (SCC) accreditation program: Courses - 4 Principles courses or 4 thirteen-week Module Credit(s) - 4 seminars, or 2 Interactive Workshops.
2. Required within 48 months after start: Successful completion of the following within the SCC accreditation program: Credit(s) - 3 additional seminars or 3 additional Interactive Workshops Courses - 5 Management courses or 4 seven week Modules
3. An equivalent combination of education and experience may be considered
4. S.C.M.P. would be considered an asset within 48 months of start date.
5. 2 years of purchasing experience with experience in development of contracts, specification writing and contract administration.
6. Previous experience drafting requests for proposals, contracts, specifications and administering contracts for a wide range of goods and services.
7. Excellent verbal communication skills.
8. Excellent written communication skills.
9. Good mathematical skills.
10. Decision making and analytical skills that can be applied directly to actual workplace situations, including the ability to solve difficult problems, analyze and evaluate information, identify and distinguish between relevant and irrelevant information and draw sound conclusions.
11. Ability to work under pressure, set priorities, organize work and work in a team atmosphere.
12. Ability to work with a variety of automation programs, including communications, spreadsheets and databases.
13. Working knowledge of research methods and the ability to use computer-based analytical methods and forecasting models.
14. Thorough knowledge of, and previous experience applying, purchasing principles and practices, Canadian business law and the ability to identify opportunities and risks.
15. Ability to attend meetings at alternate locations may be required.
16. Manitoba Class 5 Driver's License is considered an asset.

***IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized Canadian assessment service <https://www.canalliance.org/en/> at application.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- A Police Information Check satisfactory to the employer will be required from the applicant(s) or successful candidate(s), at their expense.

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current resume AND Application Form (**Required**).
2. Cover Letter
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311.

Hours of Work: 8:30 a.m. to 4:30 p.m.

Employee Group: CUPE (Buyer 2)

Position Reports To: Contracts Supervisor

Only candidates selected for interviews will be contacted.