



# Purchasing Agent

As a Purchasing Agent in the Strategic Sourcing and Vendor Management department you will act as a legal agent of the corporation for the procurement of all goods and services required in maintaining operational and informational requirements of the corporation.

## Responsibilities:

- Purchase corporate goods and services using a centralized purchasing environment by utilizing formal tenders, requests for proposals, requests for standing offers and contract/price negotiations.
- Prepare and vet appropriate tender and proposal documents.
- Analyse vendor responses to tenders and proposals and prepare award recommendations providing detailed qualitative, quantitative and financial analysis.
- Administer purchasing contracts. Resolve post contractual problems and recommend amendments and/or terminations of contracts.
- Ensure corporate and departmental policies and procedures are complied with. Ensure that the purchasing terms and conditions are adequate and that the goods and services procured fully satisfy the needs of the user departments.
- Perform value analysis with user departments to ensure best value considering total cost, performance, reliability, quality and maintainability.

## Qualifications:

- Diploma in Business or related discipline or equivalent courses as identified and approved by the Supply Chain Management Association (SCMA).
- Three years direct purchasing experience.
- Actively enrolled and expecting to complete the Supply Chain Management Professional Designation Program (SCMP) within five years (previous equivalent PMAC) or an equivalent professional designation, or an equivalent combination of education and training.

## Special Skills:

- Intermediate customer service skills with the ability to deal tactfully with sensitive issues in a confidential manner; while maintaining a professional balance between customer and organizational needs.
- Intermediate communication skills with the ability to convey moderately complex information in a concise and straightforward manner for both technical and non-technical audiences.
- Advanced knowledge of goods and services procured.
- High standard of integrity and ethics.

**Interested? Apply with your resumé before May 24, 2024 :**

**<https://www.mpi.mb.ca/pages/careers.aspx>**

We believe diversity strengthens us. As a workplace that reflects our communities, we encourage all those qualified to apply. Thank you to all applicants. We will contact those we're considering for an interview.

Please note, a satisfactory criminal record check and education verification will be required for all successful candidates. Applicants must be legally eligible to work in Canada.

As one of the province's top employers, MPI will ensure you get the training, tools, and encouragement you need to succeed. We provide a respectful, inclusive work environment with clear, consistent direction, and our people have the support they need to do their jobs and the opportunity for career growth and advancement.

