



PROCUREMENT OFFICER

Tikinagan Child & Family Services are seeking a Procurement Officer to join their team in Sioux Lookout, Ontario. Tikinagan Child & Family Services is a community-based child welfare agency rooted in and accountable to the First Nations communities they serve. With a large team of residential care workers, childcare workers, family service workers, community-based prevention workers, intake workers, and administrative staff, they protect their children, help their families, and nurture their communities.

Reporting to the Director of Finance and Administration, the Procurement Officer is responsible for planning, organizing and managing the procurement activities of the organization. The Procurement Officer ensures that the organization obtains the best value for money for the goods and services it requires, while complying with the relevant policies and procedures. The Procurement Officer also maintains effective relationships with suppliers and internal stakeholders and monitors the performance and quality of the contracts.

RESPONSIBILITIES

- Develop and implement procurement strategies and plans in alignment with the organizational goals and objectives.
- Conduct market research and analysis to identify and evaluate potential suppliers and sources of supply.
- Conduct meetings to collect requirements from user groups and departments.
- Prepare and issue requests for quotations, proposals, tenders and contracts, and negotiate the bids and offers.
- Publicly post/administer tenders on sites such as Bonfire, Biddingo, Bid&Tenders.
- Lead and conduct proposal evaluation with selected team.
- Present proposal submission summaries to Sr. Mgmt. as requested.
- Ensure that the procurement processes are fair, transparent, competitive and compliant with the applicable laws, regulations and policies.
- Manage the contracts and agreements with the suppliers and monitor their performance and quality.
- Monitor contracts for renewal requirements and communicate with suppliers and stakeholders.
- Coordinate and collaborate with the internal stakeholders to understand their needs and expectations and provide them with guidance and support on procurement matters.
- Maintain accurate and complete records and documentation of the procurement activities and transactions.
- Implement procurement policy and enforce established spending/budget thresholds.
- Prepare and submit regular reports on procurement status and performance.
- Identify and resolve any issues or problems that may arise during the procurement process.
- Provide ethical professional procurement advice, assistance and guidance to user groups.
- Understand sourcing limitations based on Tikinagan's geography and plan accordingly.
- Keep abreast of the best practices and trends in procurement and recommend improvements and innovations.

SKILLS & QUALIFICATIONS

- A bachelor's degree in Business Administration, Finance, Supply Chain Management or a related field is required.
- Completion of Ontario Public Buyer's Association (OPBA) Principles Certificate is considered an asset.
- Holding or working towards Certified Supply Chain Management Professional (CSCMP), Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO) designation is considered an asset.
- Minimum of 3 years of relevant experience in procurement, contract management, or a related field.
- Experience with construction contracts and knowledge of legislation and trade agreements is considered an asset.
- Demonstrated experience utilizing procurement software and tools and proficiency in Microsoft Office applications.
- Excellent communication and interpersonal skills with the ability to communicate effectively with diverse stakeholders.
- Strong analytical and problem-solving skills with the ability to make sound decisions and judgements.
- High attention to detail and accuracy with the ability to manage multiple tasks and prioritize effectively.
- Flexible and adaptable with the ability to cope with changing priorities, challenging situations, and deadlines.
- High ethical standards and integrity with the ability to maintain confidentiality and discretion.
- Ability to translate business recruitments into procurements needs and strategies.
- Ability to travel if and when required.

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to the c/o: MNP at applyvia@mnp.ca.

Closing Date: Until filled.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.