



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

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| Job Title: | Procurement Officer Staff Bargaining Unit |
| Position Status: | Permanent, Full-time (35 hours/week) OSSTF |
| Department: | Finance and Planning |
| Supervision Received: | Manager, Procurement |
| Supervision Exercised: | Student Assistants |
| Location: | Sault Ste. Marie or Brampton, ON |
| Number of Positions: | 1 |

PRIMARY FUNCTIONS:

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| A. Procurement | 70% |
| B. Reporting & Compliance | 20% |
| C. Other Duties | 10% |
| TOTAL | 100% |

Reporting to the Manager, Procurement, the Procurement Officer is responsible for executing procurement activities related to the acquisition of a variety of commodities and services on behalf of academic, administrative, ancillary and other departments of the University. The Procurement Officer conducts market research, explores collaborative purchasing opportunities, and conducts competitive processes (ie RFP/RFQ), with a continuous improvement mindset. They are responsible for developing and maintaining effective relationships, promoting AU policy, government directives and sustainable and ethical procurement practices while ensuring



accountability and transparency in their actions. The Procurement department is a strategic partner, working with internal stakeholders to support alignment on institutional priorities initiatives.

RESPONSIBILITIES:

A. Procurement (70%)

- Establish relationships with internal and external stakeholders to support strategic procurements.
- Provide guidance and support to internal stakeholders, including training and support of AU policies, procedures and systems.
- Conduct market research, with a thorough understanding of the required goods or services required throughout the AU community
- Identify procurement initiatives, evaluate and inform stakeholder needs, including scope of work per procurement standards and internal policies
- Coordinate with internal stakeholders on procurement requirements and ensure appropriate paperwork is in place
- Support the administrative process including documentation, scheduling, and document review
- Communicate with proponents and stakeholders throughout the procurement process
- Track and report on the progress of ongoing procurement activities
- Conduct a thorough analysis of competitive solicitations, taking into account financial considerations
- Provide support to the evaluation teams and vendor community to ensure fair, competitive and transparent processes
- Facilitate and record team consensus scoring, proponent bids and total scores
- Assist departments with the execution of three bid processes
- Respond to procurement inquiries both internally and externally
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Ensure vendor master record creation and timely maintenance of records

B. Reporting & Compliance (20%)

- Maintain updated records of purchased products, delivery information and invoices
- Facilitate and schedule proponent and team meetings, presentations and debriefs



- Ensure compliance with Broader Public Sector Procurement Directives (BPS), CETA, CFTA, and other government directives
- Under the guidance of the Manager, Procurement, negotiate and discharge standard goods and services contracts and agreements with vendors
- Monitor for contractual compliance and contractual risk to ensure that the University's interests and rights are understood and protected
- Ensure compliance with Purchase Order Terms and Conditions
- Analyze and monitor approved supplier performance based on contracted agreements (timelines, budgets, quality etc.) and strategic objectives
- Assist the Manager Procurement with data analytics and reporting as required.

C. Other Duties (10%)

- Assist with other duties as assigned

WORKING CONDITIONS:

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| Physical Effort | <i>Minimal</i> Work in an administrative office setting during regular office hours. |
| Physical Environment | <i>Minimal</i> Minimal exposure to unpleasant/disagreeable conditions. |
| Sensory Attention | <i>Moderate</i> Multiple deadlines, multi-tasking and a high degree of accuracy and prioritizing required. Frequent interruptions from staff and faculty, while maintaining an open-door policy. Exercise judgment to solve problems with minimal supervision. |
| Mental Stress | <i>Moderate</i> Schedule, organize and carry out own multiple work assignments according to established work plans and respond to changing and sometimes conflicting needs and priorities (ie normal deadlines) |

MINIMUM QUALIFICATIONS



- Undergraduate degree in Business Administration, Purchasing and/or Supply Chain Management required, with (3) three years of work experience in related fields or an equivalent combination of education and experience is required
- CSCMP designation or an equivalent focus in public purchasing would be an asset.
- Demonstrated procurement experience (contracting, strategic sourcing, and negotiations) is required.
- Computer proficiency in MS Office Suite and Google Workspace, Smartsheet, Beanworks or other procurement systems
- Experience with OECM and Supply Chain Ontario considered an asset
- Knowledge and understanding of Broader Public Sector Procurement Directives (BPS), CETA, CFTA, and other government directives is required
- Strong organizational and communication skills, both oral and written
- Ability to assist and mentor individuals with the handling of procurement responsibilities
- Ability to work independently towards meeting results and deadlines
- Experience working in a post-secondary education environment is an asset
- Ability to review existing processes and identify and implement continuous improvement measures.

Salary Scale: \$58,996 to \$73,745 annually

To apply for this position please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on June 26, 2024.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.