



Position Title: Manager, Procurement

Position Type: Full-Time

Location: Mississauga, ON

Job Grade: 7

Salary Range: \$102,102.52 – \$138,660.70/year

Hours of work: 36.25 hr/week

Reporting to: Vice President, Corporate Services

This posting is applicable to: Internal/External Applicants

Skilled Trades Ontario (STO) is a Crown agency responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams.
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario.
- **Issuing Certificates of Qualification** in all trades with certifying exams.
- **Renewing Certificates of Qualification** in compulsory trades.
- **Maintaining a Public Register** of people authorized to work in compulsory trades.
- **Conducting research** in relation to apprenticeship and the trades.

The Manager, Procurement reports to the Vice President, Corporate Services in the Corporate Services Department. This position is responsible for collaboration on all business plans for strategic sourcing. Providing support to the leadership team as the procurement point of contact, on various strategic and operational matters related to business planning, requirements and initiatives.

Responsibilities:

- Maintain an organizational view of planned and unplanned procurement activities to develop an organizational strategy.
- Identify opportunities for consolidation and efficiencies that take into account organizational goals and objectives.

- Develop innovative procurement solutions to complex engagements in compliance with policies and directives to support the organization.
- Creating and managing agreements for the provision of specific products or services in line with the business needs of STO.
- Responsible for developing and implementing category sourcing strategies.
- Lead all procurement matters.
- Provide presentation/briefings to senior leadership, executive leadership team and or Board of Governors.
- Lead and facilitate regular planning and status update meetings.
- Develop, implement, and provide ongoing support to the organization on processes and policies.
- Establish and maintain effective communication processes with internal and external stakeholders.
- Identify procurement opportunities for enhancement.
- Identify and address blockers, inefficiencies and other issues to the delivery of effective procurement services at STO.
- Establish procurement operational processes, guidelines, standards and best practices for procurement through proactive problem solving and issues management.
- Plan, manage and control the activities of section which includes annual planning of projects and priorities, identifying resource requirements, allocating work, recruiting, establishing performance objectives, conducting performance reviews, and providing guidance and feedback to staff.
- Building negotiation plans and executing supplier agreement process, managing negotiations or auction process as appropriate.
- Develop strategies and provide education where required to minimize compliance risks.
- Maintain up to date knowledge and awareness of procurement trends.
- Assist STO with enhancing the delivery of procurement services.
- Collaborate with external parties including ministries and other public sector agencies and entities.
- Prioritization and reprioritization of initiatives across departments, divisions, branches and clusters to ensure objectives are met.
- Develop and maintain reports on active/planned procurements and existing contracts.
- Establishing the best value for money solutions, and achieving maximum cost saving potential, sourcing, negotiation, agreement award and agreement management.
- Build negotiation plans and executing supplier agreement process, managing negotiations or auction process as appropriate.

- Develop and oversee RFPs and review responses. Using agreed standard framework for RFX documents evaluation and for short listed suppliers as appropriate and tailoring if appropriate in association with Legal Services team.
- Implement supplier relationship and performance management for the categories concerned, managing agreements to ensure that service levels and price competitiveness are maintained or enhanced.

Qualifications:

- Bachelor's Degree in Business/Commerce with a specialization (or post grad) in Supply Chain Management, Strategic Sourcing or Procurement, or equivalent experience.
- 4-8 years' experience in strategic sourcing and supplier management.
- Certification in Procurement / Supply Chain Management.
- Demonstrated experience in managing or supervising a team.
- Experience in negotiations and communication.
- Experience in data collection and analysis.
- Ability to make decisions and work with numbers.
- Experience working at a regulatory body is an asset.
- Experience working in a unionized environment is an asset.

Knowledge of:

- Microsoft Office (Excel, Word, Outlook, etc.)
- Strategic procurement and supply chain management methods, techniques and best practices.
- Procurement trends and developments to coordinate the centralized procurement and purchasing of all goods, services and products for STO.
- STO'S procurement and delegation of authority policies and processes to ensure compliance and provide advisory services to STO management and staff.
- The tendering process to coordinate tendering, requests for proposals and requests for information process and prepare contract documents.
- The operations of a vendor management database/system to maintain quality information.
- STO's financial system to monitor and review and procurement orders.

Skills Include:

- Verbal communication and presentation skills to make effective presentations to the Board of Governors and other audiences.

- Written communication skills to lead the development of procurement policies/procedures, business cases, project reports, briefing notes, and correspondence.
- Issues management skills to develop and implement issues management strategies and processes.
- Analytical skills and decision-making skills.
- Mathematical skills to calculate costs, discounts, and related procurement transactions.
- Attention to detail to identify potential differences between requested and offered/provided goods or services.

*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **May 9, 2024 at 5:00pmEST** to careers@skilledtradesontario.ca. Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: **STO-020-24 – Manager, Procurement**. We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.