

Please note that Marberg Staffing updates job posts regularly, and external job boards may not reflect these changes in a timely fashion. Please refer to <https://marberg.com/career-portal> for the most current information including salary range.

Procurement and Corporate Services Manager, for professional regulatory college client, remote based.

Marberg Job Number: 2257.

Job Type: Full Time Permanent.

Compensation: \$87,730 per annum to \$120,000 per annum, according to experience and qualifications, plus immediate benefits and 5 weeks' vacation.

Regular Work Hours: 7.0 hours per day not including 1 hour lunch break, to be worked during regular business hours, Monday to Friday (35.0 work hours per week). Occasional flexible or overtime hours required according to business need.

Work Location: 100% remote-based, however must reside within Canada and work within Eastern Standard Time zone.

Travel Requirements: Occasional travel related to conferences, meetings, or seminars.

Position Reports To: Associate Director.

Responsibilities Summary:

To lead and manage all corporate functions for the College including procurement, regulatory compliance, facilities management and administrative operations. As a member of the Department management team, will contribute to Department planning and ongoing operational improvements.

Leadership Responsibilities (Direct Supervisory): Currently responsible for 5 Direct Reports.

Additional Responsibilities:

- Manage all operations of the Corporate Affairs Business Unit. Develop and execute on Unit's strategy and provide leadership, mentorship, and management of the team.
- Build out a procurement program. Manage procurement framework, strategies and sourcing goods and services in compliance with College policies and related legislation.
- Manage operational framework for compliance-related legislation, regulations, directives, and guidelines. Collaborate with internal stakeholders to ensure compliance requirements are met within required deadlines.
- Evaluate efficiency of controls and collaborate with Compliance team to improve as needed.
- Manage facilities functions including but not limited to security, maintenance, janitorial services, shipping/receiving and lease-related matters.
- Manage administrative operations functions, including but not limited to records management, travel arrangements and maintaining office inventory.
- Develop project plans with direction from the Project Management Office to support the Unit's priorities and allocate necessary resources.
- Establish and assure adherence to budgets, schedules, work plans and performance requirements for the Unit.

- Establish and maintain in-depth knowledge of the College's policies, regulations, and strategies, as well as with relevant industry developments, applicable legislation, trends and best practices.
- Identify opportunities for continuous improvement, and contribute to development of short and long-term strategic and operational plans for the Unit.
- Additional oversight, program management and advisory responsibilities as required.

Qualifications:

Education: Bachelor's Degree in related field.

Preferred Work Experience: Approximately 5-7+ years' of experience managing a Corporate Services function, including procurement, regulatory compliance, contracts administration, administrative operations, and facilities.

Preferred Sector Experience: Regulatory or public sector experience strongly preferred. Mid-size employer experience preferred, e.g. complement of 100 to 500 full time staff.

Leadership Experience and Skills:

- Demonstrated successful experience managing a small operations team (approximately 5-10 people), including procurement staff.
- Demonstrated team leadership, coaching and management skills to inspire, motivate and develop employees and team members.

Technical and Language Skills Requirements:

- Proficiency with MSOffice Word, Excel, Outlook and PowerPoint.
- General proficiency and familiarity with standard office systems, equipment and software applications.
- Strong English written and verbal communication skills to prepare and deliver reports and briefings for internal and external stakeholders.

Task -Based Qualifications and Additional Attributes:

- Strong full cycle corporate procurement experience, preferably from the public sector or not for profit sector.
- Demonstrated understanding, and ability to apply knowledge, of applicable legislation, directives, policies and best practices, including Access to Information Act, Privacy Act, and Library and Archives of Canada Act.
- Strong knowledge of contract administration.
- Demonstrated understanding of budgeting, forecasting, and expenditures management principles and best practices.
- Demonstrated understanding project management principles to create integrated plans and manage facilities projects.
- Analytical, critical thinking and problem-solving skills to identify issues, manage risk, and lead issues resolution initiatives.
- Proven ability to respond to sensitive and confidential matters with tact, discretion, and excellent judgement in the interpretation and application of instructions and organization policy.

- Demonstrated interpersonal, presentation, stakeholder relationship and management skills to engage others and build credibility.
- Demonstrated ability to work well both independently and collaboratively, and in an advisory capacity, and liaise effectively with a wide and diverse range of internal and external stakeholders.
- Demonstrated successful experience of prioritizing work, making decisions and communicating with others within a values framework of respect, equity, anti-racism, diversity and inclusivity.

Additional Requirements:

- Must be legally entitled to work in Canada, providing satisfactory documentation upon request.
- Must be resident in Canada, and easily able to work within regular business hours, Eastern Standard Time zone.
- Ability to work 100% remote, abiding by organization health and safety policies
- Ability to travel for work, as needed.
- Ability to declare personal Non-Conflict of Interest in execution of position responsibilities.
- Provision of certification of AODA and OHSAA online training course completion prior to position start.
- Satisfactory Background Checks, Technical Skills Evaluations, and Employment References.

How to Apply: Email an MS Word (.docx) copy of your resume to arin@marberg.com with “Procurement and Corporate Services Manager” included in the subject line.

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

Please note that for this position, Marberg Staffing only accepts applications through [LinkedIn](#), [NISCL](#), and marberg.com.

Candidates are only contacted via official phone call, email, or LinkedIn message from Marberg Staffing. Please disregard any initial contact through other mediums such as text message.

Marberg is committed to supporting workplace diversity and inclusivity, to reflect the demographic profile of all Ontarians. Applications are encouraged from equity seeking groups including people of colour, Indigenous people, individuals with disabilities, and people from the LGBTQ2S community.