**Procurement and Contracting Officer**

**Full-time, permanent position – Guelph, ON**

Reporting to the Assistant Manager, **Purchasing Services**, the **Procurement and Contracting Officer** is responsible for providing procurement and contract services for the University by applying the highest standard of quality services and following a disciplined purchasing methodology adhering to the Broader Public Sector (BPS) Procurement Directive, applicable trade treaties, legislation and the University’s policies and procedures. You will have direct accountability for maintaining a balance between satisfying the procurement needs of the business units while maintaining high standards of business ethics.

Your duties and responsibilities will include:

* Establishing purchase orders, reviewing contracts and agreements.
* Prioritizing daily requisitions and other requests.
* Determining if purchasing requests are compliant with purchasing policies and procedures.
* Obtaining quotes, and finding appropriate supply sources.
* Managing supplier relationships.
* Performing analysis, and recommending purchasing plans for improvements as required.
* Maintaining complete purchasing records to ensure adequate auditing files.
* Conducting competitive sourcing events as required under direction and guidance of managers.
* Helping clients to interpret and understand the University’s purchasing policies and procedures and BPS Procurement Directive requirements.
* Building and maintaining ongoing effective working relationships with clients.
* Identifying non-compliance issues, and developing resolutions.
* Leading, advising, assisting and training various team members on processes and procedures.
* Identifying purchasing opportunities to collaborate with other BPS organizations.
* Researching and investigating various supply options and marketing information.
* Other assignments as required.

**QUALIFICATIONS**

To be considered for the role of **Procurement and Contracting Officer**, you must be an experienced purchaser or supply chain management expert with a broad understanding of contract management principles, and whose profile includes:

* Two-year community college diploma in a related field and a minimum of three (3) years’ related experience, or an equivalent combination of education and experience.
* Experience in purchasing or supply chain management in a large complex public institute preferred.
* Strong computer software skills including proficiency with Microsoft Office Suite.
* Demonstrated knowledge of larger ERP systems, preferably Oracle Purchasing.
* Demonstrated understanding of purchasing, sourcing and contract management principles, best practices and technique.
* Knowledge of business ethics and financial principles, and laws of contracting and tendering.
* Strong ability to effectively assess, analyze and summarize business cases in a complex environment.
* Effective oral and written communication skills.
* Ability to work effectively both independently and in a team environment.
* Exceptional customer service skills, demonstrated ability to multi-task, demonstrated problem- solving, and strong organization and planning skills.
* A high degree of motivation and drive.
* Certifications in or working towards the following certifications would be considered an asset: CSCMP, CPPO, CPPB, CPSM or other equivalent designations in Purchasing and Supply Chain Management.

*The* ***University of Guelph (***[***www.uoguelph.ca***](http://www.uoguelph.ca)***)*** *is one of Canada’s leading research-intensive comprehensive institutions, with a record of outstanding scholarship in the arts, humanities, social sciences, life sciences, physical and engineering sciences, agriculture and veterinary sciences. This is your chance to join us in our endeavour to improve life.*

To view a detailed posting for the role of Procurement and Contracting Officer, please go to our website at [**www.uoguelph.ca/hr/careers**](https://www.uoguelph.ca/hr/careers-guelph/current-opportunities)**.**

**At the University of Guelph, fostering a** [**culture of inclusion**](https://www.uoguelph.ca/diversity-human-rights/sites/uoguelph.ca.dhr/files/public/Inclusion%20Framework%20Endorsed%20April%202017.pdf) **is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.**