



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## SENIOR PROCUREMENT SPECIALIST

Job ID	45675-6274	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=45675-6274">https://careers.indigenous.link/viewjob?jobname=45675-6274</a>	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-05-06	To: 2050-01-01
Job	Type: Full-time	Category: Education

### Description

#### General Description

Responsible for identifying and implementing cost-saving opportunities through the application of total cost management and business process improvements with external suppliers. Oversees the supplier selection process, negotiates contracts and provides on-going contract administration. Representative Duties & Responsibilities:

- Procure materials, supplies, equipment, and services in the most cost-effective manner for the University.
- Negotiate and develop contracts for large supply, equipment, and systems acquisitions.
- Develop, implement and evaluate the University's contractual requirements.
- Prepare and develop bid documents adhering to University guidelines.
- Obtain competitive proposals on commodities in compliance with department policies and guidelines, government regulations, and laws that govern purchasing practices.
- Collaborate with clients to review and analyze competitive bid documentation, quotations, tenders and purchase awards and establish consensus among evaluators relating to award recommendations.
- Ensure supporting purchase documentation is in place to address accountability and audit inquiries.
- Liaise with and interview suppliers in an effort to improve levels of existing service and to develop and establish new sources of supply.
- Provide supply chain advice and recommendations to others.
- Provide strategic oversight concerning partnership relationships with suppliers including the development of new partnerships, and growth of existing partnerships.
- Develop and maintain working knowledge of the department's activities, priorities, and procurement needs in teaching, research, and facilities.
- Promote the services of Supply Chain Management and act as an effective resource for addressing supply management issues.
- Develop estimates of time and resources required for a variety of events and activities.
- Act as a liaison between Supply Chain Management, suppliers, and client departments.
- Identify procedures and system improvements encountered through the daily work process and recommends how the University can incorporate these improvements into practice.
- Remain current with Case Law and changes in the contractual environment, which may have an impact on the University business arrangements.
- Interpret contracts and provide advice and guidance to others as required.

Supervision:

- Provide direction to others in how to carry out work tasks.
- Provide orientation and show procedures to others.

Qualifications:

- Bachelor's degree in Business Administration or related field.
- Requires 6 years of relevant experience, including 3 years of relevant work experience as required for the Supply Chain Management Professional designation (SCMP) designation.
- Must have or aspire towards acquiring the Supply Chain Management Professional designation (SCMP) or equivalent.

For more information, visit McMaster University for SENIOR PROCUREMENT SPECIALIST