



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.Links 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/29

Procurement Associate, Procurement Operations

Job ID 50-9E-B0-AE-23-9D

Web Address

<https://careers.indigenous.link/viewjob?jobname=50-9E-B0-AE-23-9D>

Company Royal Canadian Mint

Location Ottawa, Ontario

Date Posted From: 2023-03-29 To: 2023-05-28

Job Type: Full-time Category: Supply Chain and Purchasing

Languages English Essential; Bilingualism Is An Asset.

Description

The Royal Canadian Mint (the Mint) is hiring a Procurement Associate who can thrive in a dynamic and inclusive environment. Reporting to the Senior Manager, Contract Management & Procurement Operations, the Procurement Associate is responsible for anticipating, establishing, facilitating, and enhancing the procurement operations process for the Mint. The Procurement Associate effectively fulfills stakeholder operational procurement needs using sound judgment and a keen understanding of the parameters and risks, and ensures prompt, effective and accurate deliverables. In addition, initiating, managing and supporting improvement projects and processing transactions within the confines of Mint systems, policies, guides, directives and obligations.

ESSENTIAL REQUIREMENTS: Language Requirements: English essential; bilingualism is an asset.

QUALIFICATIONS:

Education and Experience:

- Successful completion of post-secondary education preferably in business administration, supply chain or procurement or another specialty relevant to the position
- Certification or enrolment in Supply Chain Management Association's (SCMP) designation program, or other recognized professional procurement designation is a strong asset
- Minimum of 3 - 5 years relevant business experience and at least 2 years procurement/contracting experience, public procurement experience is a strong asset
- Experience working with Enterprise Resource Planning (ERP) systems, Microsoft Dynamics AX and/or D365 considered a strong asset
- Experience working directly with vendors, and internal stakeholders to align their needs with vendor solutions

Skills and Abilities:

- Superior customer service for internal clients and stakeholders
- Initiate and provide support in the coordination of transformative initiatives and projects that improve services, processes, procedures, systems, tooling, financial controls, inventory catalogue, and cost savings, within the confines of Mint policies, directives and obligations

- Be custodian and curator of the Mint's inventory of requisitions, purchase orders (POs), purchase agreements (PAs), planned orders, vendor master and catalogue of inventoried items
- While ensuring compliancy with Mint policies, directives and obligations, initiate and apply best practices in a strategic manner with regards to vendor management, category management, supply chain management, contract management and financial control management. Responsible for keeping abreast of industry trends in these areas, analyzing current Mint practices and making recommendations to management that will improve the Mint's procure to pay processes
- Process transactions such as purchase orders and planned orders. Facilitate transactions related to the Procure to Pay process, which includes but is not limited to requisitions and invoices
- Initiate and support procurement strategies by providing analysis/recommendations to management/Business Partner Procurement teams
- Ability to work and effectively prioritize tasks in a fast pace and time sensitive environment
- Strong record keeping and organizational skills

Knowledge

- Knowledge of new trends and developments in supply chain and procurement related fields
- Knowledge of the Mint software packages (MS Office Suite, ERP System and Internet)
- Knowledge of sourcing strategies to support business objectives, while providing the business with a competitive advantage in the areas of materials, supplies, and services
- Knowledge of contract law and tendering processes
- Knowledge of public tendering processes an asset

The health and safety of our employees is a top priority. The Mint has developed significant and rigorous safety protocols to address the COVID-19 pandemic.

At the Mint you will collaborate with a diverse group of people and be a part of an iconic Canadian organization. We pay competitive salary and offer a range of benefits that support employees and their families. The Mint supports its employees by focusing on their growth and development.

The Mint is committed to building a team that represents a variety of backgrounds, perspectives, and skills. We value diversity and aim to provide an inclusive, barrier-free recruitment, selection and onboarding process to ensure that each candidate is treated respectfully. You are welcome to self identify with one of the four employment equity groups (women, Indigenous peoples, persons with disabilities and members of visible minorities) in your application.

If you need accommodation at any point in the application or interview process, please let us know; we are committed to being an inclusive employer.

How to Apply

Ready to mint your career Please forward your resume to EE@mint.ca by April 21, 2023. We thank all candidates who apply, however, only those selected for further consideration will be contacted. We look forward to receiving your application.