

BLACK GOLD SCHOOL DIVISION



Black Gold School Division is dedicated to promoting diversity, equity, and inclusion in the workplace. BGSD celebrates and welcomes the diversity of all employees, stakeholders, and external personnel.

Procurement Coordinator Division Office - Nisku

OPEN Competition 23/24-222

Black Gold School Division (BGSD) is seeking an experienced procurement specialist to lead the strategic procurement of medium to high dollar supplies, services and equipment needed to educate students, seeking maximum value and ensuring compliance with applicable policies, legislation and contract law. The Procurement Coordinator will be responsible identifying and screening procurement suppliers, negotiating favorable terms and conditions, initiating improved supplier service levels, and providing valuable cost savings while standardizing and automating procurement best practice processes.

Responsibilities:

- Provide leadership to the organization in all procurement and contract activities.
- Ensure compliance and quality assurance with various BGSD policy and procedures, trade agreements, laws of competitive bidding, construction association, and any applicable regulations.
- Compile information from stakeholders to develop specifications for procurement documents such as Expression of Interest (EOI), Request for Proposal (RFP), Request for Quote (RFQ), Request for Information (RFI), and Request for Technical Qualification (RFTQ).
- Organize evaluation of request responses by facilitating evaluation committees, negotiating with successful respondents and awarding contracts.
- Complete all documentation associated with the procurement and manage contracts resulting from awards.
- Inform staff in other departments or schools of appropriate standing contracts.
- Negotiate and review contracts on behalf of the organization.
- Initiate cost reduction opportunities through the identification, development and execution of strategic sourcing initiatives.
- Interact with vendors to ensure timely delivery of goods and services.
- Ensure vendor order adhere to supplier agreements and contracts, and report any vendor non-conformance.
- Evaluate new vendors and conduct vendor appraisals.
- Enhance business relationships with current and prospective vendors.
- Improve the organization's procurement activities through the development of processes, procedures and training.
- Communicate with all levels within the organization regarding procurement.
- Maintains efficient working relationships with staff in Division Office, schools and affiliated agencies.
- Inquire about new products or services that may be of value to BGSD.
- Supervisory responsibilities, as required.
- Perform other duties as assigned by the Associate Superintendent, Business & Finance.

Qualifications:

- Diploma or Degree in Business Management, Supply Chain Management, Commerce, or related field
- Current Supply Management Designation, such as Certified Professional Public Buyer (CPPB) or Supply Management Professional (SCMP).
- A minimum of five years of progressive purchasing experience in public sector procurement in an organization of similar size and complexity, including RFx development, competitive bidding, negotiation, contract drafting, contract review and vendor management.
- Previous work experience in a School Division is considered an asset.
- Experience with construction delivery methods, and related procurement/contracting approaches for planning, design, and construction services would be an asset.

- Expert knowledge of public purchasing policies and processes, tender contract laws, including agreements affecting provincial, national and international trade.
- Proven ability to establish collaborative working relationships with internal and external clients.
- Highly effective verbal and written communication skills.
- Ability to successfully work in a team environment as well as independently with minimal supervision.
- Proficient in Microsoft Office Suite and Google environments.
- Excellent interpersonal, communication, analytical, time management, and organizational skills.

Salary/Benefits:

- This full-time, permanent position works 12 months
- Pay Level 8: \$77,847 – \$102,402
- Salary commensurate with training and experience
- Competitive benefits package through ASEBP & LAPP
- Start date for this full-time position will be determined at time of hiring
- As a condition of employment, new employees are required to provide a current Criminal Record Check and Intervention Record Check at their own expense (prior to starting employment)

Deadline for applications: Tuesday, August 6, 2024 until 12:00 p.m.

Please include a cover letter, resume and the names and contact information for three professional references in one PDF document.

Competition # 23/24-222
Email the package, quoting the competition number, to the Attention of:
Michelle Unchulenko
Human Resources Coordinator
Black Gold School Division
3rd Floor – 1101-5th Street
Nisku, AB T9E 7N3
[**michelle.unchulenko@blackgold.ca**](mailto:michelle.unchulenko@blackgold.ca)

Thank you for showing an interest in this position; only those selected for an interview will be contacted. Resumes of those individuals not granted an interview will not be kept on file and will be disposed of appropriately.