



November 14, 2022

ENWIN Utilities Ltd., is currently accepting applications for the position of:

Manager Procurement

Reporting to the Director Procurement and Supply Chain, the successful applicant for this position will be responsible for the coordination and planning of procurement activities across the ENWIN group of companies. This position is also responsible for the drafting of procurement documents and templates, overseeing competitive procurement events and sourcing company requirements of goods and services, in compliance with ENWIN's purchasing policy, and in keeping with legal requirements and industry best practices. The Manager Procurement provides leadership, coaching, and guidance to the purchasing team in the execution of procurement activities for the organization and works in collaboration with stakeholders to develop annual procurement plans for the organization. This position leads process improvement activities within the purchasing department that support leading practices and strengthen supply chain operations.

The key responsibilities may include and are not limited to: oversight and administration of RFX initiatives the ENWIN group of companies including drafting or editing and approving of procurement documents; overseeing the administration of competitive market events; advising on procurement strategy to accomplish operational outcomes; serving as internal fairness commissioner and championing process credibility; reviewing and evaluating responses; negotiating with vendors; providing counsel on process or submission irregularities and advising on compliance matters; drafting and finalizing contracts; soliciting the advice from outside legal counsel when necessary for complex and/or high risk files; approving company purchase orders and vendor contracts, following the Delegation of Authority and Purchasing Policies. The Manager Procurement is responsible for Contract Management and Vendor Relationship Management functions including engaging with key vendors on continuous improvement initiatives; serving as key point of contact for stakeholders related to vendor contract issues; performing market intelligence; participating in vendor pre-qualification events; resolving vendor grievances and negotiating claims against suppliers. This position serves as a liaison for a number of departments within the ENWIN group of companies to resolve issues and offer support when required on matters related to supply chain management, reporting or systems. It also mentors, coaches and directly supervises Purchasing employees including setting objectives and Key Performance Indicators (KPI's), monitoring performance, and driving continuous improvement; assessing priorities, optimizing utilization of available resources, delegating tasks, and providing support to achieve positive outcomes.

The successful applicant must have the following skills and competencies:

- University Degree in Business, Supply Chain Management, Law, or related field with five (5) years' of related experience; OR College diploma in a related field with a minimum of ten (10) years' related experience.
- Certified Supply Chain Management Professional (CSCMP) designation or equivalent preferred.
- Experience in Public Sector procurement considered an asset
- Experience in drafting diverse types of procurement documents and familiarity with legal concepts in contract (terms).
- Ability to prioritize and meet deadlines.
- Excellent written and verbal communication skills with an ability to influence and gain buy-in at all levels.
- Possess a strong business acumen.
- Advanced computer skills - Office, SAP, SharePoint.
- Experience with data management and data analytics
- Demonstrated report writing skills.
- Managerial/Supervisory experience; Experience in a unionized environment considered an asset.
- Knowledge of purchasing rules and regulations in a utility environment considered an asset.
- Strong analytical and problem-solving skills.
- Strong customer focus.
- Ability to work independently and as part of a team through successful positive and collaborative relationships.
- Valid class "G" driver's licence.

Salary Range for Qualified Candidates: \$113,828 - \$126,476

As a prerequisite, it is a requirement to provide proof of being fully vaccinated against COVID-19. Fully vaccinated means that you have received two doses of a two-dose vaccine or have received one dose of a one-dose vaccine, and at least fourteen days have elapsed since receiving the last dose. If you are unable to be vaccinated due to medical reasons or on the basis of creed, we would ask that you kindly provide satisfactory evidence in support of an accommodation under the Human Rights Code. Such evidence may include a medical note from your physician (if your request for an exemption is on the basis of medical reasons), or a letter from your religious leader, religious organization or other suitable documentary evidence (if your request is based on creed).

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Friday, November 25, 2022. Please quote File #EWU-22-01-062 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.