Employment Opportunity

Procurement Advisor

Reference No. ADM-FIN-PA-0222

PURPOSE: Reporting to the Comptroller, the Procurement Advisor provides leadership and direction in the acquisition of goods, services and contracts along with the disposal of obsolete or surplus assets for the organization. The Procurement Advisor ensures that all of the purchases are conducted efficiently and in a cost-effective manner in accordance with the Cowichan Tribes' procurement Policy under Financial Administration Law. This is a full time, 35 hour per week permanent position.

RESPONSIBILITIES:

- Determine user requirements and method of procurement, issue purchase orders and liaise with departments and consultant to review detailed specifications and major project schedule;
- Compose and prepare documents for pre-qualifications, expressions of interest, request for offers, tenders and request for proposals, determine type and amount of financial security for bidders and contractors;
- Establish and maintain pre-qualified supplier list;
- Arrange and conduct site viewing, pre-proposal conferences and product demonstrations for bidders;
- Interpret tender results, evaluate products and services, conduct evaluation committee and contract administration meetings, analyze justifications, prepare related spreadsheets and formulate recommendations to supervisor, user departments, CAO or Finance and Audit Committee, and resolve post-award contract issues;
- Review contracts and assess liability issues with legal counsel;
- Negotiate agreements and shipping methods with suppliers;
- Advise user departments on procurement policy and procedures;
- Respond to enquiries and complaints from departments and suppliers regarding purchase orders, contractual or accounting problems;
- Conduct market research for procurement of goods and services;
- Apply analysis and critical thinking as it pertains to procurement and best outcomes for the organization;
- Determine and lead procurement strategy and provide recommendations to the supervisor;
- Review procurement policy and process;
- Other related duties as required.

EDUCATION AND EXPERIENCE: ***(please attach all required documents)***

- Business Management Diploma is required
- Supply Chain Management Professional (SCMP) designation is an asset
- Valid class 5 BC driver's license is required
- Demonstrated experience with MS Excel and accounting systems, principles and practices at an expert proficiency level
- A minimum of five (5) years of recent progressive experience in purchasing and tendering in a public sector organization, (2) years of which must be in the senior role
- Experience working for a First Nations organization is preferred
- Effective December 1, 2021 full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. *Successful candidates will be required to show Proof of Vaccination as a mandatory condition of their employment.*

SKILLS, KNOWLEDGE, AND ABILITIES:

- Establish and maintain effective working relationships within the departments of Cowichan Tribes, external suppliers and contractors
- Effective negotiations and outstanding technical knowledge of public sector purchasing
- Excellent written and verbal communication skills
- Demonstrated analytical and problem-solving skills
- Ability to prioritize and align responsibilities and tasks accordingly
- Knowledge of Cowichan language, culture, and teachings and/or willingness to learn

HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references to Human Resources by email before the deadline with the Reference # in the subject line of your email.

Reference No. ADM-FIN-PA-0222

Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: http://www.cowichantribes.com/employment

Deadline: 4:00 p.m. Tuesday March 22, 2022

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
We thank all applicants in advance but only shortlisted candidates will be contacted.