

PROCUREMENT OFFICER - POSITION POSTING

Town of Lunenburg, Nova Scotia

Located on Nova Scotia's beautiful South Shore, the Town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities, which supports a quality lifestyle and is within a short driving distance to Halifax and Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community, environment and development providing quality municipal services to the community, is a priority. Lunenburg Town Council and staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg, a UNESCO World Heritage Site.

In this position of Procurement Officer, you will be the primary contact for all procurement services, support, and improvement of the procurement process, while ensuring compliance with Municipal, Federal, and Provincial legislation. As Procurement Officer you will support all departments with contract management and procurement processes, job duties and responsibilities will observe all requirements of public procurement as set out in applicable legislation, trade agreements and policy.

YOUR ROLE:

- Ensure operational needs are met through the procurement of goods, services, construction, and facilities in an open transparent and consistent manner, targeting the best value for the Town.
- Coordinate purchasing within the terms of the Procurement Policy.
- Receive and respond to vendor inquiries.
- Consult with Town Departments, insurer, and legal counsel to appropriately manage procurement risk.
- In consultation with Town Departments, prepare award recommendations to applicable Purchasing authority and participate in delivery of recommendations, as necessary.

Procurement Management

- Support Town Departments throughout procurement document preparation and posting. Consulting with Department expertise for significant /complex procurement.
- Manage Town Standing Offers by identifying opportunities, providing Town departments with current Standing Offer lists for consideration and annual renewal and maintaining knowledge of Provincial Standing offers database to assist Departments with use of same.
- Maintenance of Procurement documentation: Purchasing files, Purchase orders, tracking custody of Purchase Order Books and Online postings and notices.
- Manage the Town account on the province's procurement portal.
- Develop and maintain procurement guidelines, including contract and risk management guidelines.

- Train Town employees on their role in the procurement process.
- Support Management by identifying and recommending appropriate tools and training in support of the procurement function.

Procurement Enhancement

- Maintain and recommend potential improvement to the Town Procurement Policy and supporting documents.
- Perform value for money analysis on prior procurement activity and identify areas for improvement.
- Make recommendations on procurement controls for the organization and monitor existing controls to ensure compliance, including recommendation for Standard Operating Procedures.

Contract management

- Ensure Certificates of Insurance for projects are verified by Town Insurer.
- Ensure compliance with Worker's Compensation Board requirements.
- Support Departments with continued compliance and where necessary with enforcement of contract provisions.
- Track and coordinate appropriate action for key dates throughout the provision of goods, services, construction, and facilities to ensure obligations are met and not limited to: Performance review dates, Price adjustment dates and Contract renewal dates.

YOU POSSESS:

Education and Experience:

- Degree in Commerce/Business Administration or equivalent.
- Recognized Purchasing Designation/Accreditation – Certified Public Procurement Officer (CPPO), Supply Chain Management Professional (SCMP), Public Sector Procurement Program (PSPP) or equivalent.
- Minimum of 2 years of public procurement and contract management experience required.
- Experience in Municipal government setting considered an asset.

Knowledge, Skills, Abilities:

- Excellent organizational, analytical, research, problem solving and decision-making skills.
- Excellent communication skills, both verbal and written.
- Strong knowledge of computer applications with an emphasis on Microsoft Office suite of programs, advanced skill in Microsoft Excel
- Scheduling and Task management
- Ability to work well within a team environment
- Strict Confidentiality and Integrity

WE OFFER:

A competitive salary commensurate with experience. The Town of Lunenburg offers a comprehensive benefits package including defined contribution Pension Plan.

Closing Date: Friday, October 14, 2022, 4:00PM AST

Please send your Cover Letter and Resume in confidence to:

Email: hr@townoflunenburg.ca

With "PROCUREMENT OFFICER" in the subject line.

We thank all candidates for your interest, only those selected for an interview will be contacted.

All candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.