

## Posting Preview

Posting Details
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Please note that preference will be given to APT Members.

Special Instructions to Applicants

Applicants must submit a cover letter and an updated resume that clearly states how they meet the posted qualifications.

CUPE Information (CUPE postings only)

Department/Unit

Supply Management Services

Employee Group

URFA APT

Category

Staff

Position Title

Senior Supply Management Consultant

Salary Range

\$57,147.00 to \$74,626.00 annual

Status

Permanent

Duration (if term)

Full-Time/Part-Time

Full-Time

Part-Time %

Work Hours

8:00 am to 4:30 pm

Pay Grade

APT 6

Position Summary

Reporting to the Director - Supply Management Services, the incumbent is responsible for the management of competitive bid processes, major projects management and procurement of goods and services required for University use. This includes the preparation of competitive bid documents, competitive bid process administration, evaluation of bid responses, contract development, contract administration and handling of purchase requisitions. Responsibilities also include supplier development, educating and communication of Supply Management Services mandate. The Senior Supply Management Consultant is also responsible for assisting the Director - Supply Management Services with the management and direction of some aspects of Supply Management Services in providing procurement services to the University community.

Requirements

Requirements: The incumbent must have attained a SCMP (C.P.P.) designation or university degree in business/supply management. A minimum of five years related experience within a medium to large organization is also required. An equivalent combination of education and experience may be considered. Applicants must have demonstrated proficiency in analytical and negotiating skills; must have extensive experience with all aspects of the competitive bidding processes; must have an understanding of organizational, supervisory and administrative skills' must have a working knowledge of contract law and the development of contractual agreements; must have a working knowledge of Canadian Federal and Provincial legislation including taxation; and must have excellent oral and written communication skills and the interpersonal skills to foster and maintain effective working relations with the University community and supplier representatives. Applicants must have the ability to work within a team environment with only general direction. Demonstrated proficiency and experience within a computerized

environment, using Microsoft Access and Microsoft Office software, is required

Posting Date 03-14-2011

Closing Date 03-25-2011

Diversity Statement The University of Regina is committed to achieving a representative workforce. Qualified diversity group members are encouraged to self identify on their application.

Competition Number 20110259