



PROCUREMENT & ASSET MANAGEMENT SPECIALIST

Full-time, permanent position

CANDIDATE PROFILE: The Procurement and Asset Management Specialist is an individual who integrates knowledge of values aligned purchasing practices, accomplished negotiating skills, effective teamwork and communication habits, and exceptional organizational and record keeping skills in service of IRCOM's mission. This individual is familiar with local vendors and contractors, and able to effectively source a variety of services and goods ranging from office supplies, and I.T. hardware, to perishable goods, lease agreements and group transportation services. This person is energized by the opportunity to forge a new role and new procedures and has the communication and relationship skills to implement change with both internal and external stakeholders. The ideal candidate has exceptional listening skills and adaptability, is accomplished at creating and maintaining meticulous records, thrives in a dynamic, multi-tasking environment, and is aware of service delivery needs and time and budget constraints.

POSITION PURPOSE AND SUMMARY: The Procurement and Asset Management (PAM) Specialist facilitates and coordinates the effective sourcing, purchase, coordination, delivery, storage and management of goods and services that strengthen IRCOM programs and operations. Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the PAM Specialist assists all IRCOM operations to meet their service delivery needs by:

- Procuring goods and services
- Managing assets
- Preparing reports and managing records,
- Providing support to teams across the organization
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With the supervision and support of the Director of Finance, the Purchasing and Asset Management (PAM) Specialist will fulfil the following:

DUTIES AND RESPONSIBILITIES:

Goods and Services Procurement (40%)

- Source, negotiate, and purchase goods or contract services as required and approved by managers
- Oversee and streamline procurement practices, prioritizing local businesses where possible
- Engage and maintain effective relationships with vendors & contractors
- Coordinate delivery and storage logistics in consultation with vendors and managers
- Periodically review contracted services to ensure they meet budget and performance outcomes
- Monitor capital purchases and upgrades in collaboration with I.T. Support Specialist

Asset Management (25%)

- Maintain and update all relevant records of IRCOM Inc. assets including software licenses and subscriptions, and warranties
- Oversee maintenance and usage of IRCOM vehicles
- Ensure assets are tagged, securely stored and periodically inventoried in collaboration with managers
- Maintain up-to-date inventory of all IRCOM assets

Reporting & Records Management (20%)

- Develop and regularly update policies, procedures and contract templates related to purchase of goods and services, company vehicle use, requests for proposals (RFP), and asset management
- Develop goods and supplies catalog, purchase request, and purchase order system and schedule in collaboration with managers
- Ensure all purchasing records and practices meet expectations of funders and finance policies
- Monitor all lease, contract, policy and service agreement schedules and review or renew as needed
- Manage capital grants

Team and Inter-departmental Support (15%)

- Consult regularly with managers regarding program needs and visit programs periodically to assess quality of goods and services
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by Director of Finance

REQUIRED QUALIFICATIONS:

- Post Secondary education with related experience in a relevant field, e.g. Supply Chain Management, Business Administration, etc.
- 2 years' experience of decision making responsibility for multi-department purchases and contracts
- 2 years' asset or inventory management experience
- Proven negotiating and conflict transformation skills
- Demonstrated ability to successfully prepare requests for proposals and assess their responses
- Superior organizational, attention to detail and digital data management skills
- Experience creating and adapting systems and procedures that meet complex needs
- Demonstrated computer proficiency with Microsoft Office Suite and databases
- Exemplary communication and relationship building skills with internal and external stakeholders
- Strong written, oral and presentation skills in English
- Proven ability to thrive and maintain working in a fast paced, multi-tasking environment
- Valid driver's license is required
- Ability to work as a team player as well as take initiative and work with minimal supervision
- Present a satisfactory Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS:

- Lived newcomer or international experience
- Additional language skills
- Prior work or volunteer experience in a not-for-profit organization
- Previous project management experience

Hours of work:

This is a full-time permanent position for a maximum of 37.5 hours per week. The PAM Specialist's hours will take place primarily 9 a.m. to 5 p.m., Monday to Friday. Occasional evenings may be required.

Wage: \$22.15/hour

Benefits: Group insurance (life, LTD, AD&D, dental & extended health)
 Paid sick and discretionary time
 Paid winter shutdown
 Registered Retirement Savings Plan contributions
 Professional development opportunities
 Collaborative, family-friendly and supportive working environment

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, visible minorities, persons with a disability, or any other groups that are typically under-represented in the workplace. IRCOM is committed to attracting and maintaining a staff team that reflects the communities we serve. Applicants are encouraged to self-declare

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Review of applications will begin at 12 pm noon on Friday, May 14 and will continue until the position has been filled. To apply for this position please submit your resume and cover letter to:

HR - Selection Committee
 95 Ellen Street
 Winnipeg, Manitoba R3A 1S8
 Email: hr@ircom.ca
 Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.