

Purchasing Agent

Procurement & Logistics

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

The Purchasing Agent position is responsible for the acquisition of all goods, supplies, equipment and services necessary for the continuous operation of the College in accordance with established policies and procedures. Responsibilities include reviewing requisitions, processing purchase orders, establishing partnerships with vendors, negotiating with vendors on price, terms and timelines, preparing and evaluating tenders and quotations, and providing exceptional customer service to internal and external clients.

REQUIRED QUALIFICATIONS

- Completion of, or enrolment in the Supply Chain Management Association (SCMA) Development Program or equivalent experience
- Minimum 2 years of Procurement experience
- Working knowledge of supply chain management software applications
- Proficient with MS Office suite, including Outlook, Word and Excel
- Excellent communication, negotiation and interpersonal skills
- Strong analytical and problem solving skills
- Demonstrated ability to be innovative
- Excellent customer service skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Knowledge of trades, manufacturing and automotive sectors

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime

COMPETITION NUMBER

2019-207

CLOSING DATE

September 13, 2019

SALARY

\$51,954 - 71,132 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9

