

PURCHASING SUPERVISOR

Management Position – Finance Division

Salary range: \$79,916.50 – 92,926.16 annually

SYNERGY NORTH CORPORATION (SNC) distributes electricity to approximately 50,000 residential customers and 6,000 commercial customers located in Thunder Bay and Kenora, Ontario. It is our mission to provide outstanding energy services in a safe, reliable, and trusted manner to our communities in order to power people's lives. To do this, we are continuing to build on our strong team of professionals and have a full-time, permanent position of Purchasing Supervisor in Thunder Bay, Ontario.

SYNERGY NORTH invests in the safety and wellbeing of our employees. We provide a robust training program a comprehensive benefits package, and flexible work arrangements. The successful candidate must reside in Thunder Bay, Ontario and may be required to travel (destination could include Kenora, Ontario).

POSITION SUMMARY:

Under the general direction and guidance of the Vice President of Finance, the Purchasing Supervisor is responsible for the procurement functions for the Synergy North Corporation. This includes oversight of Purchasing team, programs, processes and maintaining inventory for the Corporation. Additional responsibilities include developing and implementing procurement strategies that align with corporate objectives, negotiating supplier agreements and completing the tender and quotation process. This includes, but is not limited to:

1. Leading by example and promoting a strong safety culture. This includes, leading safety meetings, addressing concerns, conducting workplace inspections, attending, and participating in training and corporate safety events and conducting investigations.
2. Supervising the day-to-day operations and performance of assigned Purchasing team including training and onboarding of new hires.
3. Develop and maintain reliable sources for the required material, equipment and services in an optimal manner considering the price, quality, quantity, safety, and delivery requirements specified by the client departments to meet corporate objectives.
4. Coordinating the prequalification process with contractors to ensure the safe delivery of services.
5. Prepares, coordinates and issues competitive bid documents (quotations, tenders, proposals) and is responsible for the formal competitive bid process management including the liaison with client departments to fully understand their needs in order to select the best method of procurement.
6. Manages relationships with suppliers and contractors to ensure contract compliance, respond to tender/proposal/purchase award inquiries and coordinate supplier & contractor performance evaluation.
7. Work with internal stakeholders to analyze inventory levels and ensure appropriate levels are on hand to meet the requirements of the organization.
8. Analyzes procurement activity to improve supply chain performance, identify opportunities for enhanced purchasing initiatives and develops/updates procedures for quotations, tenders, proposals, and contracts to reflect any changing purchasing initiatives.
9. Disposes of, to the best advantage, all material and equipment declared surplus or obsolete to the organization.
10. Collaborate with the HR department to select new hires, evaluate and manage employee performance issues, ensuring a motivated, high performing, safe workforce in a unionized environment.
11. Ensure adherence to company policies, procedures, and service standards, as well as compliance with procurement related laws and best practices. This may include authoring new and/or editing existing documents to ensure safety, compliance, and efficiency.
12. Performs such other related duties as may be assigned.

MANDATORY QUALIFICATIONS:

- A degree in Business Administration or Commerce along with a minimum of 5 years' experience in supply chain management, or a combination of education and experience.
- Minimum of 3 years' experience in a Supervisory role.
- Demonstrated knowledge of Procurement Law and supply chain management is required.
- Ability to work collaboratively on inter-departmental teams and across organizational boundaries.
- A demonstrated intermediate/advanced skill and proficiency in computer software applications, including MS Word and Excel.
- Must have excellent interpersonal, organizational, customer service, decision making, problem solving, conflict management and communication (verbal and written) skills.
- A demonstrated commitment to continuous improvement, customer service, leadership, and teamwork principles is necessary.
- Must be detail orientated, have a strong attention to detail and be demonstrated commitment to safety and the pursuit of excellence.
- Must be competent within the meaning of the Occupational Health & Safety Act.

PREFERRED QUALIFICATIONS:

- Experience in public sector buying
- Experience in a centralized purchasing environment.
- Direct large electrical utility experience.
- SCMP, CPP, or PMAC designation is an asset.

CONDITIONS OF EMPLOYMENT:

- Must have the use of a vehicle and maintain a valid Class G driver's license.
- Must be available to work overtime as required.
- Must successfully complete a Police Information Check.

TESTING To confirm ability and suitability, applicants may be required to take tests related to the job requirements and duties of the position, which may be conducted by a third party.

Internal and External applications including detailed resume and outline of qualifications are being reviewed starting **Tuesday, July 2nd, 2024**, and will continue to be accepted until position is filled by the Human Resources & Safety Division.

Note: Please submit your application electronically to recruit@synergynorth.ca