



**TITLE:** Coordinator, Procurement  
**REPORTS TO:** Manager, Financial Services  
**LOCATION:** Red Deer, AB  
**CONTRACT TERM:** Until March 29, 2019  
**SALARY LEVEL:** \$40,000 - \$45,000/year, commensurate on education and experience

## OVERVIEW

The 2019 Canada Winter Games Red Deer Host Society is looking to fill the position of Coordinator, Procurement.

In February 2019, thousands of our country's best and brightest will set their sights on Red Deer as we host the 2019 Canada Winter Games. Up to 3,600 participants from across Canada, 400 media, 500 VIPs, 500 officials and thousands of visitors will join us for the two-week event. Featuring 19 sports and a major arts and cultural festival, the 2019 Canada Games will be the largest event in Red Deer's history.

The Coordinator, Procurement will establish and enforce policies and procedures needed to negotiate and administer commitments for goods and services required by the Host Society. They will ensure the rules and guidelines of procurement and fair practices as established by the Host Society are maintained. The Coordinator, Procurement will seek to minimize the cost of goods and materials from all sources including those from sponsors, donations, governments and the public marketplace. They will also coordinate with other areas on asset disposal plans.

## DUTIES AND RESPONSIBILITIES

This role will be responsible for, but not limited to, the following:

- Use competitive sourcing to facilitate the timely acquisition of goods, materials and contractual services;
- Negotiate with external vendors to secure advantageous terms;
- Establish and maintain positive and effective working relations with all current and potential suppliers;
- Prepare specifications and issue tenders or requests for proposals;
- Follow and ensure adherence to the purchasing policies by staff and volunteers;
- Prepare purchase contracts and create purchase orders;
- Ensure supplier commitments are met and client issues or concerns are addressed;
- Maintain tracking procedures for goods and services received as Value In-Kind; contributions from sponsors and Funding Parties;
- Collaborate with staff at the office and warehouse to coordinate receipt and tracking of goods and ensure maintenance of the inventory tracking program;
- Perform risk management for supply contracts and agreements;
- Coordinate with stakeholders on an asset disposal plan.

## REQUIRED SKILLS, EXPERIENCES AND ABILITIES

- An undergraduate degree or diploma in business administration, accounting, supply chain management, logistics or other related fields.
- Two (2) or more years of experience in procurement, logistics or other related experience. *A combined equivalent of education and experience may be considered.*
- Strong negotiation, decision making and problem solving skills.
- Excellent communication skills, written and oral, in English is required and fluency in French is an asset.
- Experience with Google's G Suite programs, Gmail, Docs, Slides, Calendar, etc. (or equivalent Microsoft Office programs), is required.
- Ability to be flexible and work in a team environment with both staff and volunteers.
- Knowledge and experience working in a not-for-profit, events, sports or multi-sport Games environment is an asset.

## NOTE

- Formal office hours are Monday to Friday, 8 a.m. until 4:30 p.m.; however, flexibility will be required. This may include various evening/weekend committee work, varying workload/ deadlines, Games time requirements, etc.
- The 2019 Canada Games Host Society is an equal opportunity employer and believes diversity strengthens us as a workplace; we encourage all those qualified to apply.
- All applicants must be legally entitled to work in Canada.
- The successful candidate will be subject to a criminal record check and/or other background checks.

### **Closing date for this position is Monday, May 28, 2018.**

Please forward your cover letter and résumé to the attention of:

Manager, Financial Services

[jobs@2019canadagames.ca](mailto:jobs@2019canadagames.ca)

Only those invited into the recruitment process will be contacted. Thank you.

