

Posting Preview

Posting Details

Special Instructions to Applicants	Please note that preference will be given to APT Members.
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 - 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	The incumbent must have attained a SMCP (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 competitive bidding processes; must have an understanding of organizational, supervisory and administrative skills' must have a working knowledge of contract law; 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	10-04-2010
Closing Date	10-15-2010
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	20100513
