

Position Profile

Position Title: Procurement Specialist

MNP File 0622

Reports To: Manager, Procurement

Organization: British Columbia Lottery Corporation – Kamloops or Richmond, BC

Date: July 2006

THE BRITISH COLUMBIA LOTTERY CORPORATION

Last year, our client, British Columbia Lottery Corporation (“BCLC”) distributed \$914.4 million in net income to the B.C. Government to support health care, education, social, community, charitable and municipal programs. Nearly 6,000 charitable and community organizations share in the profits from gaming revenue through community gaming grants.

BCLC has its Head Office in Kamloops, B.C. and has its Marketing Department in Richmond, B.C. The position we are recruiting for will report to the Manager, Procurement at the Head Office, therefore it is preferred that the successful candidate live in the Kamloops area. BCLC will, however, consider positioning the Procurement Specialist at its Richmond Office.

THE PROCUREMENT SPECIALIST

A dynamic career opportunity exists for a Procurement Specialist who will report to the Manager, Procurement. Acting as an integral team member, the Procurement Specialist will be responsible for bringing a tactical, future-focused vision that will strategically drive the administration of specialized, high value and complex material acquisition and support activities to ensure that the BCLC processes continually evolve and maintain a “best of practices” state. This process includes refining and confirming specifications, sourcing and selecting appropriate vendors through the competitive bid process, validating authorization to procure goods, forecasting usage, managing inventory levels and evaluating vendor performance. In addition to procurement expertise, the Procurement Specialist will be a professional committed to customer service excellence.

The Procurement Specialist will be expected to:

- oversee and facilitate the competitive bid process, and support the development and issuing of approved competitive documents;
- negotiate, draft and award/issue purchasing contracts, agreements and amendments with successful vendors, administer contracts, terminate and close out contracts when necessary;
- develop strategic initiatives that align to and support BCLC’s corporate values and business strategies;
- provide advanced system and technical expertise for the purchasing system;
- draft and recommend implementation of policies and procedures related to the Procurement function;



- participate in the development of the budget process and business planning, advising key stakeholders of the cost consequences of proposed specifications and briefing management on cost performance;
- establish and manage strong, collaborative working relationships with internal customers to ensure overall provision of advice, solutions and best life cycle costs and products are obtained;
- proactively develop and manage consultative relationships with vendors and /or customers while abiding by the PMAC Code of Ethics, BCLC Procurement functions, processes and systems, providing recommendations, solutions and resolving highly complex sensitive issues;
- act as subject matter expert, mentoring and transferring business knowledge to other buyers in developing their understanding of the Procurement functions, processes and system; and
- provide Corporate-wide support through mentorship and training for SAP Purchase Requisitioning, in addition to sustaining a productive working knowledge of SAP A/P and receiving functions as they relate to Procurement.

THE PERSON

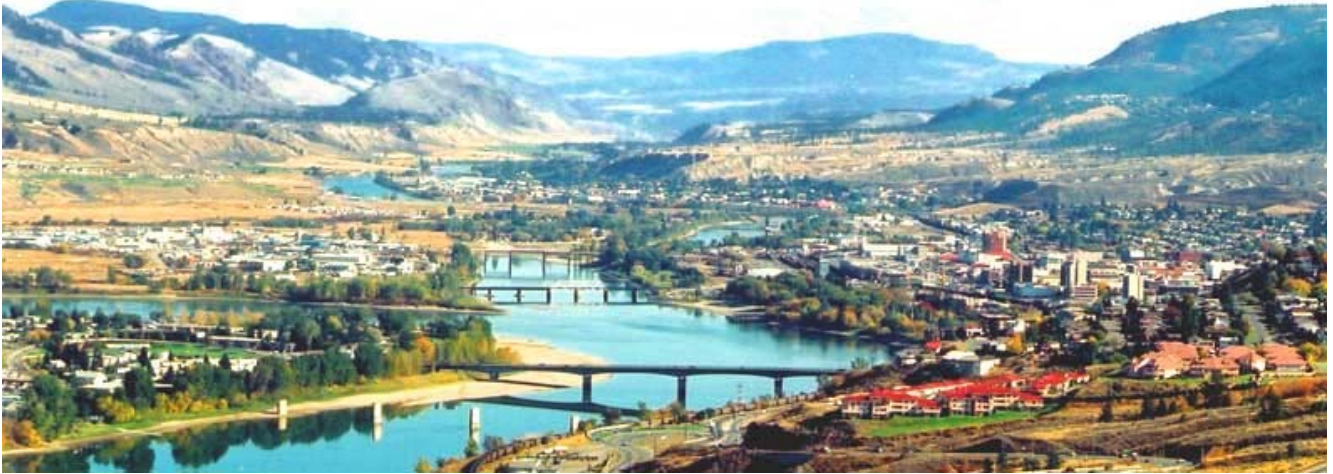
The Procurement Specialist will have the following educational credentials and experience:

- a minimum 2-year Diploma or Degree in a Business-related discipline, together with a Certified Professional Purchaser designation;
- a minimum 5 years recent progressive purchasing experience;
- sound working knowledge of purchasing processes, both in the private and public sector;
- demonstrated leadership skills including the ability to act as a change agent to champion continuous improvement ;
- strong interpersonal skills including both verbal and written communication skills, and presentation skills;
- ability to influence others;
- demonstrated ability using negotiation principles and practices;
- ability to multi-task and manage competing priorities;
- strong analytic and problem-solving skills;
- creative, innovative and strategic thinking;
- demonstrated commitment to supporting a team-focused environment with peers, clients, vendors and all levels of management;
- ability to interpret and translate ambiguous situations into a structured framework with clearly defined deliverables;
- ability to effectively deliver recommendations and prepare proposals;
- strong prioritization and organization skills; and
- strong knowledge of database and computerized purchasing systems.

Experience working with SAP would be an asset.

In your response, include your specific experience leading teams, managing projects, and supervising others.

KAMLOOPS AND RICHMOND, BC



Kamloops is centrally located in the heart of British Columbia's Interior. The Shuswap people first named the area "Tkemlups," which means coming together. Four major highways connect Kamloops with Vancouver, Calgary, the Okanagan and Northern British Columbia. Kamloops is less than four hours drive to Vancouver and six hours to Calgary and is served by three railways and a regional airport.

Kamloops is bathed in sunshine, blessed with a soft and appealing climate, and built with heart and a sense of what makes living an adventure. The area is an outdoor enthusiast's dream with all the lakes, fairways, and nature trails you'll need for golfing, fishing, boating & kayaking, walking, hiking, and mountain biking.

Kamloops is a city of 83,000. Residents savour urban entertainment, but also take pride in their western and native heritages. The city offers all the amenities of a larger centre: an art gallery, a professional theatre company, a symphony orchestra, two museums, and cultural events such as the Wildlights Festival at Christmas, the International Film Festival in the spring and the Cowboy Festival in the summer.

Visit www.city.kamloops.bc.ca for more information.

Richmond is a culturally diverse and geographically unique community centrally located on Canada's West Coast, 20 minutes from Downtown Vancouver, and 25 minutes from the US border. The Vancouver International Airport is within the boundaries of Richmond.

With a population of over 182,000 people, Richmond is a growing and dynamic urban centre with a unique mix of residential and commercial property, agricultural lands, industrial parks, waterways and natural areas. It lies where the River meets the ocean. Within Richmond, is quaint Steveston Village and Steveston Harbour where fish can be purchased directly from local fishermen.



Richmond has many recreational amenities, sports complexes and top notch golf courses. The continuing development of the City's downtown core, the construction of Rapid Transit (the Canada Line), and an Olympic Speed Skating Oval on time for the 2010 Winter Games, are all part of Richmond's transformation. Visit www.richmond.ca for more information.

Meyers Norris Penny ("MNP") is a western Canadian firm with over 1400 people in 50 offices in Canada. We provide world-class business advice in tax, assurance, valuations, management consulting including human resources consulting and recruiting, supply chain consulting and recruiting, and supply chain training. Our motto is: *"At MNP, it starts with a relationship and grows from there"*.

Our supply chain team provides a range of services to firms of all sizes in both the private and public sectors, including supply chain management, business strategy and planning, performance improvement, project management, sustainability, information technology, and economic development. We also have specialists in a variety of industries and markets including agriculture, forestry, public sector, first nations, and oil and gas.

We welcome your contact and questions. Candidates may apply on-line at www.mnp.ca or by forwarding their resume to

Vancouver	arleen.chenoll@mnp.ca
Edmonton	angela.broggi@mnp.ca
Regina	merrill.brinton@mnp.ca
Winnipeg	barbara.weselak@mnp.ca

Please indicate MNP File Number 0622 in your response.

All responses must be forwarded directly to MNP as indicated above at the earliest possible date. MNP will respond to all applicants.

