



manitobahousing

Our Vision: creating stronger communities through housing solutions

BUYER

PROCUREMENT BRANCH

TWO TERM/FULL TIME POSITIONS

WINNIPEG, MANITOBA

Competition Number: 802

Classification: Administrative Officer 3 (AO3) (MGEU Winnipeg Collective Agreement)

Salary Range: \$40,720 to \$46,791 per annum

Closing Date: February 7, 2012

A 12 months eligibility list may be considered for future term and regular positions.

Underfill developmental opportunities may be considered.

Manitoba Housing is a crown corporation that provides a continuum of affordable housing services including rental housing, renovation, and homeownership programs. Manitoba Housing promotes independence and self-sufficiency by providing adequate, safe, and secure housing to people in need. If you are looking for interesting and challenging work, this is a great opportunity to join our team with our Procurement Branch.

QUALIFICATIONS

Essential:

- Demonstrated experience in purchasing activities;
- Understanding of payment terms, contract law, quality assurance, and vendor management;
- Must be able to participate effectively in a team environment;
- Strong oral and written communication skills;
- Strong organizational skills are essential;
- Demonstrated proficiency with the use of Microsoft Office Word and Excel.

Desired:

- Post secondary education in Business or Purchasing other combination of education training and experience may be considered;
- Experience in construction and/or goods and services procurement;
- Experience in Public Procurement;

DUTIES

Reporting to the Manager, Procurement Delivery this position will be responsible to action all requisitions and contract releases within set parameters ensuring Manitoba Housing receives the best value, good quality, and on time delivery of all goods and services procured. Responsibilities will include verifying information, ordering goods and services, maintaining effective communication with suppliers, management, and other members of the Manitoba Housing team, verifying supplier capabilities and other related duties. The individual will set priorities and perform under pressure to meet deadlines.

The Manitoba Housing offers an attractive benefits package and pension plan

APPLY TO

Competition Number: 802

Manitoba Housing & Community Development

Human Resource Services

304 – 379 Broadway

Winnipeg, MB R3C 0T9

Fax: (204) 948-2160 or Email mhcdhr@gov.mb.ca

Please ensure your cover letter and resumé clearly **indicates how you meet the qualifications.**

We thank all who apply and advise that only those selected for further consideration will be contacted.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or resumé if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with disabilities.