

The Niagara Parks Commission is a self-sustaining agency of The Ministry of Tourism, Culture & Sport encompassing 56 kilometres of parks, recreation trails, retail outlets, restaurants, golf courses, attractions and historical sites which compliment the natural wonders of Niagara Falls and the Niagara River Corridor. The Commission is currently seeking applications for the position of:

MANAGER, CORPORATE PROCUREMENT

This position will be responsible for the planning, organizing, directing, managing, evaluating and delivering of the NPC's procurement activities including policy and strategy development as well as identification of opportunities for operational improvement.

QUALIFICATIONS:

- Degree, diploma or extensive related experience in supply chain management;
- Accreditation as a certified professional Purchaser preferred;
- Extensive senior management and leadership experience in public sector procurement and in delivering a broad portfolio of purchasing initiatives;
- Knowledge of applicable technology applications to support procurement activities;
- Advanced project management skills;
- Excellent analytical, problem solving, decision-making and risk assessment skills;
- Strong communication and relationship management skills; negotiation and contract management skills;
- Advanced knowledge of related legislation, internal trade and provincial procurement agreements and public sector procurement policies;
- Strong ethics and integrity.

DUTIES INCLUDE:

- Planning, organizing, directing, managing and evaluating NPC procurement activities.
- Developing and managing the organization's purchasing policies, procedures, standards, and strategies to ensure process transparency, fairness, impartiality, and confidentiality.
- Developing and managing the proposal, bidding, and negotiation process while adhering to applicable legal standards and codes of ethical conduct.
- Ensuring all purchasing activities support and strengthen the strategic objectives of the overall organization.
- Ensuring the adequacy of specifications for purchasing purposes.
- Negotiating major purchases, developing blanket or master agreements with suppliers, and engaging in all aspects of contract management.
- Reviewing and assessing total supply chain risk and identifying opportunities to minimize and eliminate risk.
- Developing and measuring key performance indicators to determine and improve the effectiveness of the purchasing function.
- Analyzing purchasing related information and evaluating the results to choose the best resolution and alternatives to supply challenges.
- Preparing or overseeing the preparation of reports and statistics related to the purchasing function.

The Niagara Parks Commission is an equal opportunity employer and offers a comprehensive benefit package and a salary level commensurate with responsibilities and experience. Please reply in confidence with a detailed resume prior to **Friday February 24th, 2012 to:**

Director of Human Resources
The Niagara Parks Commission
P.O. Box 150
Niagara Falls, ON L2E 6T2
fax (905) 356-9019 or e-mail
employment@niagaraparks.com



We thank all applicants for their interest, however, only those selected for an interview will be contacted.