



JOB DESCRIPTION

TITLE: MANAGER, CORPORATE PROCUREMENT

INCUMBENT: VACANT

SCOPE:

The mandate of Forestry Innovation Investment (FII) includes working with the forest industry and other government agencies to raise awareness of, and demand for, B.C. forest products at home and abroad.

Reporting to the Director, Corporate Finance, the incumbent provides corporate procurement services to FII Vancouver, FII China and FII India in the creation and implementation of procurement documentation including: Professional Services Agreements, Letters of Agreement, Purchase Orders, Memoranda of Understanding, Cost-share Agreements and Recipient Funding Agreements; as well as the competitive vendor selection process through Request for Qualifications, Requests for Proposals, Invitations to Quote, and Calls for Proposals. The incumbent facilitates program delivery by providing a linkage to the financial reporting, accounting systems and operations in accordance with company policies and procedures.

The position collaborates and provides financial assistance (data analysis and reporting) to FII recipient funding programs.

POSITION PURPOSE:

To ensure consistent and compliant procurement and financial practices organization-wide over three countries and to provide a critical linkage between operations and the financial management system.

KEY ACCOUNTABILITIES:

CONTRACT AND PURCHASE ORDER MANAGEMENT AND CONTROLS: (45%)

- Prepare or provide oversight for all agreements and amendments in compliance with established company policies and procedures;
- Ensure all appropriate documentation, as per company policies, is completed and attached to contract files, including: contract checklist, contract approval forms, etc.;
- Conduct all appropriate background checks on contractors including WCB and incorporation documentation;
- Follow-up with project managers with any questions or inquiries regarding missing information;
- Obtain and ensure appropriate signatures and approvals are in place;
- Create and maintain appropriate control logs for all agreements entered into in coordination with the Accountant and in collaboration with the Director, Corporate Finance;
- Work with project managers to ensure contract deliverables and completion dates are on track in advance of contract expiry and make the necessary amendments where indicated;
- Obtain a contract evaluation from project managers upon completion of contracts for contract closure;
- Create all PO's including any demonstration projects undertaken by the company or its subsidiaries;

- Manage FII's competitive vendor selection process in Vancouver including: tracking all ITQ, RFP and RFQ's received; prepare the evaluation packages; create files; file the evaluation results and send out letters to respondents;
- Manage the Qualified Suppliers lists and "calls" and ensure all required processes are followed and proper records are maintained;
- Provide oversight and direction to the managers responsible for the procurement processes in FII China and FII India.

RECIPIENT FUNDING PROGRAM(S) SUPPORT: (25%)

- Facilitate recipient program administration in the Call for Proposal processes and coordinate the review process, including logistics for evaluation team meetings;
- Maintain an accurate receipt log of funding proposals and record of proposal funding outcomes;
- Provide financial and administrative services to the Manager, Market Investment and the Directors in preparing recipient funding contracts in compliance with established financial policies and procedures to ensure coordination and linkages between funding-recipient program administration and corporate financial reporting;
- Provide financial and administrative assistance with interim reporting and advances by tracking all received interim and annual reports, preparing confirmation letters, interim advance letters and year-end reconciliations while verifying the accuracy of reporting in agreement with the financial policies, budgets and contract terms;
- Analyze budgets, research data and strategies to assist in the Call for Proposals, contract management and financial reporting as required;
- At the direction of the Manager, Market Investments, manage all recipient agreement files from inception to closure, ensuring files are well organized, consistent, complete and file for completion as per the provincial government standards for the ORCs and ARCs filing system;
- Support staff with scheduling and background documentation for reporting and audit purposes;
- Provide analytical support on request to collate data relative to recipient programming.

FINANCE: (20%)

- Reconcile budgets, expenditures and forecasts to monthly/annual financial management reports as directed by the Director, Corporate Finance;
- Assists Director, Corporate Finance in monitoring and updating budgets and forecasts for program managers and directors;
- Interpret FII procurement policies to ensure contract commitments, including: expenditures are made in accordance with financial policies as set out in the company's policies and procedures;
- Other duties as assigned by the Director, Corporate Finance.

PROJECT MANAGEMENT AND OTHER FINANCE FUNCTIONS (10%)

- Facilitate projects by gathering quotes, assist with the competitive tendering processes and overall contract or financial administration in accordance with FII policies and procedures;
- Other duties as required.

EDUCATION AND EXPERIENCE:

- Post-secondary education in Administration, Accounting/Finance, Project Management or similar area of study augmented with a minimum of 3 to 5 years' experience in a similar role; or a combination thereof;
- Experience managing sensitive issues with tact, diplomacy and good judgment at all times;

- ☑ Experience in the preparation of contracts, contract administration and procurement activities;
- ☑ Experience developing and setting office administrative standards and procedures.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- ☑ Advanced computer literacy with excellent typing, formatting, and experience in MS Office Suite of products (Word, Excel, PowerPoint, Project, Outlook);
- ☑ Strong written and oral communication skills;
- ☑ Ability to work in a team environment, take initiative, assess priorities and multi-task, competently perform a variety of activities with a high level of accuracy and in a fast-paced work setting;
- ☑ Excellent organizational and time management skills;
- ☑ Ability to meet deadlines and to pay constant attention to detail;
- ☑ Ability to prioritize own workload and take initiative;
- ☑ Problem solving skills and flexibility;
- ☑ Ability to contribute as a valuable team member.

CORE COMPETENCIES:

ANALYTICAL THINKING

- Ability to comprehend a situation, break it down into components and identify the underlying complex issues. This implies the ability to systematically organize and compare various aspects of an issue and determine cause-and-effect relationships to resolve problems in a sound, decisive manner.

PLANNING, ORGANIZING, COORDINATING

- Proactively planning, establishing priorities and allocating resources appropriately. It is expressed by developing and implementing increasingly complex plans and involves monitoring and adjusting work to accomplish goals and deliver according to the organization's mandate.

PROBLEM SOLVING/JUDGMENT

- Ability to analyze problems systematically, organize information, identify key factors and underlying causes and generate solutions.

INITIATIVE

- Identifying a problem, obstacle or opportunity and taking appropriate action.

ORGANIZATIONAL AWARENESS

- Understands the relationship of organizational structures and the cause and effect between the person's job and others.

TEAMWORK

- Ability to work cooperatively, participate fully, involve and encourage others, contributing to a cohesive team environment.

SERVICE ORIENTATION

- Implies a desire to identify and serve customers, focusing one's efforts on discovering and meeting their needs.

RESULTS ORIENTATION

- The concern for surpassing an established standard of excellence.