

Employment Opportunity

Job ID: SCHII – 24-36
Job Title: Assistant Manager Procurement & Financial Projects
Department: Financial Services
Campus: Thunder Bay Campus
Status: Full-Time, Permanent
Job Category: Schedule II
Date Posted: May 16, 2024
Closing Date: May 31, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

About this Job:

The Assistant Manager of Procurement and Financial Projects at Lakehead University oversees strategic procurement and optimizes financial systems, ensuring compliance with policies and enhancing operational efficiency. This role involves managing the RFX tendering process, issuing purchase orders, providing technical support, and leading financial project improvements while collaborating across departments to meet the university's strategic goals. They are expected to stay informed about current trends in the procurement field to enhance operational effectiveness

Job Duties:

This position will:

- Oversee the RFX tendering process, ensuring adherence to Lakehead University policies and Broader Public Sector Procurement Guidelines including providing strategic procurement advice to senior management including resolving RFX-related issues.
- Stay updated on procurement trends and assist departments with their purchasing needs.
- Design and manage a procurement reporting system tailored to university needs.

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- Manage the Current Tenders and Awarded Tenders sections of the Lakehead University Purchasing website.
- Approve and issue purchase orders for goods and services, ensuring alignment with university policies.
- Support financial projects, including enhancements to business solutions and operational reviews.
- Lead financial systems improvements, set user access privileges, and define security controls.
- Design and deliver training materials, ensuring stakeholders understand financial systems and procurement processes.
- Build and maintain relationships across the university to ensure smooth operation and compliance with PCI standards.

Qualifications:

- Degree in Business Administration or related field, with at least three years of experience in procurement.
- Strong knowledge of Broader Public Sector Procurement Guidelines and Supply Chain Code of Ethics.
- Proficient in project management and able to multitask effectively.
- Excellent communication skills and proficiency with Microsoft Office tools.
- Desirable certifications include PMAC, SCMP, or CPA.

Working Conditions:

- Office
- Office hours 8:30-4:30 with occasional evening events and workshops

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.



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We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements