

Job Description

Job Title	eProcurement Manager
Reference	32813
Location	UWO Main Campus
Faculty/Unit	Financial Services
Department	Procurement Services
Full/Part Time	Full-Time

Employee Group	PMA - Professional and Managerial Association
Appointment Type	Continuing
Appointment Status	Regular Full-Time

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Classification & Regular Hours

Hours per Week: 35

Salary Grade: 16

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

The Mission of the Procurement Services team is to facilitate the best-value procurement of goods and services for Western departments through the use of strong procurement skill sets, solid win-win supplier negotiations, exemplary customer service and exceptional knowledge of procurement standards and guidelines.

Responsibilities

The eProcurement Manager position manages Western's eProcurement solution, Mustang Market, oversees Western's Purchasing Card (Pcard) and Travel programs, oversees management of the vendor database and associated financial risks, and is responsible for developing effective relationships with vendors and internal stakeholders in order to implement procurement solutions that drive significant savings to Western's Faculties and Departments. This role is responsible for the management, referral and resolution of functional problems, systems development, production support, and the implementation of system upgrades in collaboration with the software developers and vendors. Working in collaboration, the Manager will support the optimal use of the purchasing tools by providing functional expertise on Mustang Market, PeopleSoft Financials, and CentreSuite, identifying opportunities for process improvements and implementing system changes to improve productivity for users of the University's purchasing tools.

Qualifications

Education:

- University Degree in the areas of Supply Chain Management, Business Management/Administration, Project Management, Accounting or related field or
- Combination of a College Diploma in Supply Chain Management, Business Management/Administration, Project Management or Accounting and completion of a relevant professional designation (CPA, PMAC, CIM)
- Completion of a relevant professional designation (CPA, PMAC, CIM) preferred
- JAGGAER application training would be an asset

Experience:

- 5 years' experience supporting an enterprise level financial system in a large, diverse environment
- Experience with implementing audit controls and financial risk management
- Experience supervising staff and managing projects with a broad scope
- 5 years' of purchasing experience including experience with contract development and bidding processes is preferred
- Experience issuing and evaluating RFP documents would be an asset

Knowledge, Skills & Abilities:

- Knowledge of procurement services processes and procedures and relevant eprocurement solutions (such as JAGGAER)
- Knowledge of purchasing ethics, concepts and practices and of best practices for contract development and bidding processes
- Knowledge of vendor database management, applications, and transactional tools and associated financial risks
- Project management skills to manage multiple projects simultaneously from conception to completion within tightly prescribed timelines
- Ability to act on new information and effectively contribute in a changing environment
- Ability to collaborate across internal and external boundaries to meet common objectives, improve outcomes and support work beyond one's own unit
- Verbal communication skills to clearly express ideas in an objective manner, and adapt communication style to suit the situation and audience with an ability to interact with technical and non-technical users
- Ability to apply critical thinking to evaluate information and make appropriate decisions or recommendations
- Financial skills to monitor and create controls over funds, contracts and procurements
- Advanced computer skills in Microsoft Office Suite (Excel, Access, Visio, PowerPoint, Word) with the ability to learn and use software programs
- Ability to exercise tact and good judgment, and skillfully negotiate, bargain, compromise and conciliate as required
- Organizational skills and the ability to manage activities for both self and others effectively with the ability to delegate work and provide team members with clear direction and support in meeting their objectives

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

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