



## **Procurement & Resource Planning Specialist**

**The Municipality of Red Lake has an exciting opportunity for a Procurement & Resource Planning Specialist to join our team!**

### **About The Municipality of Red Lake**

The Municipality of Red Lake is a naturally beautiful and vibrant community with a population of 4,100 nestled in the Boreal Forest of Northwestern Ontario within Treaty 3 territory on the traditional lands of Lac Seul and Wabauskang First Nations. Created in 1998 with the amalgamation of the Township of Red Lake, the Township of Golden, and the Local Services Board of Madsen offers many opportunities for those who enjoy the outdoors and living a quality lifestyle.

The Municipality offers a supportive work environment coupled with a comprehensive compensation and benefit package including enrolment in the OMERS pension and 100% employer paid benefit premiums. The Municipality also provides subsidized gym memberships, ability to sign up for reduced cost cell phone plans, and professional development opportunities.

### **The Position**

Reporting to the Treasurer, the **Procurement and Resource Planning Specialist** plays a vital role in managing the procurement function and resource planning across the Municipality of Red Lake. This role ensures compliance with procurement policies, streamlines operational workflows, and improves service delivery while optimizing resource utilization. This position is a key contributor to strategic decision-making and supports continuous improvement initiatives, ensuring effective resource management.

### **Key Accountabilities**

- Regularly updates and refines the procurement by-law, policies, and procedures to align with industry standards and best practices, ensuring organizational compliance and operational efficiency.
- Develops and streamlines workflows for purchase orders and contract management, ensuring that terms and conditions protect the organization's interests and meet compliance standards.
- Leads the full procurement lifecycle, including proposals, tenders, quotations, and expressions of interest, ensuring clarity and competitiveness in submissions while serving as the main point of contact for all procurement activities.
- Works closely with department heads to create accurate and comprehensive scopes of work for procurement needs, ensuring alignment with municipal objectives.
- Establishes and applies assessment criteria for evaluating procurement submissions to ensure objective and informed purchasing decisions.



- Develops and maintains an efficient inventory system, collaborating with departments to track critical parts and manage regular inventory needs, reducing downtime and enhancing purchasing efficiency.
- Reviews and manages supplier agreements, including pre-qualification of suppliers, standing orders, supply contracts, and service arrangements, to optimize supplier relationships and contract terms.
- Standardizes documentation procedures across the municipality by developing and implementing a template for Standard Operating Procedures (SOPs), ensuring consistency and accuracy in process documentation.
- Collaborates with the IT Manager to drive service delivery modernization initiatives, including records digitization, ERP system implementation, and systems integration, aiming for greater efficiency and improved use of technology.
- Coordinates with department heads to develop a comprehensive work plan for the municipality, outlining key tasks, resource needs, and staffing recommendations to optimize resource allocation.
- Conducts service delivery reviews and audits, using Council-set service levels and asset management criteria, to provide recommendations

#### **KNOWLEDGE, SKILLS & TECHNICAL ABILITIES**

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field (Master's degree or relevant certification is an asset).
- Relevant certification in Procurement or Supply Chain Management (e.g., Certified Professional in Supply Management, CPPB, or CSCP) is highly desirable.
- Minimum of 5 years of supervisory or management-level experience within procurement or resource planning functions.
- Demonstrated ability to lead cross-functional projects, including process documentation and service optimization initiatives.
- Strong analytical skills with the ability to evaluate procurement submissions, identify inefficiencies, and develop strategic solutions.
- Exceptional communication and relationship-building skills, capable of fostering collaboration across departments and with external partners.
- Strong understanding of procurement laws, by-laws, policies, and industry standards.
- Minimum of 7-10 years of progressive experience in procurement, inventory management, resource planning, and process improvement.
- Experience developing procurement policies, managing tenders and contracts, and overseeing procurement cycles in a public sector or large organization.
- Expertise in establishing and managing supplier agreements, evaluating bids, and collaborating with stakeholders to define procurement needs.
- Experience with ERP systems, digital procurement systems, and inventory management tools.
- Proven track record in conducting service delivery audits, performance evaluations, and implementing process improvements.



- Supervisory or leadership experience, managing teams or working in collaboration with senior leadership.

**Workplace Requirements and Conditions:**

- Full-Time Position/35 Hours per Week (Monday to Friday 8:30am-4:30pm)
- Location: 2 Fifth Street, Balmertown, ON

Qualified candidates are encouraged to apply and express their interest to <https://tealandco.com/careers>.

Salary: TBD

The Municipality of Red Lake welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. The Municipality of Red Lake is committed to a positive, supportive, and inclusive environment.

The Municipality of Red Lake is committed to providing accommodations for persons with disabilities. Please contact us at [careers@redlake.ca](mailto:careers@redlake.ca) for further details or if you require any information in an alternate format.