



Job Title: Procurement Manager

Reports To: General Manager

Position Summary

The Procurement Administrator contributes to Hollyburn's goals by developing and executing RFI's, RFQ's, RFP's and assisting in the evaluation of goods and services provided to Hollyburn Properties. The Procurement Manager is responsible for drafting contracts and tender documents, including evaluation criteria and contract management plans, and contributes to the development of contract documents, policies and procedures.

Key Duties and Responsibilities

- Evaluates quotations, proposals and bids, as well as schedules follow-up interviews and meetings, and develops and executes contracts; also liaises with management and legal counsel on the formation of procurement and contract documents;
- Ongoing planning and development of procurement processes to enhance sourcing objectives and project execution;
- Manages vendor list by updating and maintaining vendor submission requirements (i.e. Liability Insurance, Worker Compensation, etc.);
- Handles the vendor pre-qualification process by issuing Request for Qualifications (RFQ) and ensuring vendor compliance with evaluation criteria;
- Measures vendor performance to project/contract requirements, specifications and performance metrics, and communicates deficiencies and non-compliance;
- Participates in process planning and operations meetings;
- Performs internal and external communications (both written and verbal) with vendors, consultants and stakeholders – builds and maintains relationships;
- Actively participates in building inspections and onsite meetings with Property Managers and Quality Control;
- Contract management and record keeping: tracks expiration dates, corresponds with contractor/supplier on contract terms and conditions, verifies alignment of contract with billing;
- Executes special projects as directed by management (i.e. Waste Management Program, Fire Safety Systems, Elevators, Preventative Maintenance Program for Electrical Systems, Capital Planner);
- Provides administrative support to the Property Management division when necessary by:
 - Developing standard templates and systems for Property Managers;
 - Providing administrative support to Property Managers;
 - Drafting correspondence within established guidelines;
 - Creating and maintaining a database of current information;
- Coordinates Purchase Order activity by:
 - Issuing Purchase Orders within approved guidelines;
 - Verifying costs and resolves discrepancies;

- Entering Purchase Orders into appropriate accounting systems, as required;
- Supports the effective operation of the office by:
 - Providing occasional assistance to the Accounting and Marketing functions;
 - Occasionally assisting or replacing other administrators;
 - Completing special projects as requested;
- Performs any other duties and responsibilities as assigned.

Knowledge, Skills and Abilities

- Previous Procurement, and supply and inventory management is required
- Familiarity with legal terminology and a sound understanding of contract development and management
- Relevant business & product knowledge in the areas of construction and property management
- Exceptional ability to persuade, convince, negotiate with influence in order to support objectives
- Exceptional analytical, investigative, problem solving and troubleshooting skills
- Excellent ability in negotiation skills
- Proven ability to impact, influence and interact within the various levels of the organization and with external stakeholders
- Experience with Excel, Word, Outlook, accounting software, and database management systems (Yardi an asset)
- Facilitation skills and an ability to engage with staff at all levels within the organization including senior management
- Ability to understand, interpret and draft tender documentation and contracts
- Proven analytic abilities, including the ability to define problems and recommend creative solutions
- Excellent organizational skills including the ability to manage multiple competing priorities
- Takes initiative and can work independently with strong team work abilities
- Ability to make effective use of computer systems for word processing, records management, and other office tools such as spreadsheets, databases and presentations
- Strong organizational and planning skills;
- Good written and verbal communication skills;
- Problem analysis and problem solving skills;
- Judgment and decision making ability;
- Attention to detail and high level of accuracy, even as priorities change and urgencies intervene;
- Recognized ability to exercise sound judgment;
- Ability to plan and organize work efficiently and effectively.

To apply, please send your resume and cover letter to careers@hollyburn.com, quoting "Procurement Manager" in the Subject Line. We thank all applicants in advance, however only qualified candidates may be contacted directly.