

Manager, Administration and Procurement

ACCES Employment is a leading non-profit organization that assists jobseekers from diverse backgrounds. We deliver a range of programs at locations across the GTA and we offer online services to job seekers across Canada and pre-arrival. Serving more than 32,000 jobseekers each year, ACCES delivers customized programs that focus on connecting our clients with leading employers or starting a business in Canada. With over 30 years of experience in the employment services sector, you will be joining a successful organization with an innovative and seasoned staff team.

We are looking for people who thrive in a flexible and fast-paced environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

The **Manager, Administration and Procurement, based in Toronto** is responsible for supporting the Director, Administration and Procurement with management of the Administration and Procurement team, mandates and functions in support of ACCES Employment strategic directions. Under the guidance of the Director, Administration and Procurement, the incumbent is responsible for the smooth and efficient operation of administration and procurement functions in support of the organization.

Duties and Responsibilities:

- Manages, oversees, troubleshoots and resolves all requests for proposals for goods and services for ACCES Employment in accordance with the Broader Public Sector (BPS) Accountability Act and related control procedures
- Ensure organizational compliance with the ACCES Employment Finance and Administration Policy, internal controls, By-Law, the Broader Public Sector (BPS) Act, 2010, and supporting policies, protocols and standard operating procedures to achieve the goals of fair, open and transparent procurement opportunities and best procurement practices
- In consultation with Director, Administration & Procurement provides management, supervision, direction and support to team members
- Assists with HR activities including recruitment, orientation and onboarding, staff professional development and training.
- Ensure team and organization compliance with internal control procedures manuals and systems and provides recommendations for enhancements
- Provide procurement training for employees involved in the procurement process and ongoing advice and guidance in the preparation of request for proposal specifications and evaluation criteria
- Identify and assess legal risks associated with procurement in order to minimize/mitigate the organization exposure to procurement litigation
- Ensures appropriate tracking and management of all centralized documentation, including agreements with organization's contractors, office lease agreements, proposals, funding agreements, trade-marks, etc.
- Manage and ensure effective inventory control systems are in place
- Look for continuous improvements in administrative processes to reduce errors, increase efficiencies and audit for accuracy
- Provides backup support to Director, Administration & Procurement as needed

Knowledge/Experience:

- Completion of a university degree in a related field
- Completion of a postgraduate degree is an asset
- Relevant experience in indirectly or directly structuring, writing, and editing legal contracts in not-for-profit, public sector or similar organizations and industries is highly desirable (e.g. Legal Assistant, Contract Procurement Specialist, etc.)
- 3-5 years management/supervisory experience or working directly with legal procurement contracts or similar documents
- Demonstrated experience as a manager/leader who is results oriented, customer focused, a strong team player, adaptable, innovative, takes initiative, is an open and effective communicator and values diversity with a strong attention to detail
- Good understanding and demonstrated experience in purchasing and inventory control in a multi-site environment

Skills/Aptitudes:

- Excellent English verbal and written communication skills
- A professional who is results oriented, customer focused, team player, adaptable, innovative, takes initiative, is an open and effective communicator and values diversity.
- Demonstrated leadership experience as an open communicator and collaborative decision maker
- Demonstrated ability to prioritize, time manage and respond to time sensitive issues while meeting competing deadlines
- Solid business acuity to effectively resolve and handle highly sensitive issues, personalities and other challenges
- Strong attention to detail, analytical skills and accuracy
- Ability to handle the privacy of personal information and use sound judgment in protecting proprietary and/or confidential information related to business activities
- Strong organization and problem solving skills; must be proactive, and have a sense of urgency
- Demonstrated negotiating and cost-control skills
- Experience and highly proficient working knowledge of an MS Office environment and with database management programs
- Experience working in the not for profit sector and working within diverse communities is an asset
- Excellent interpersonal skills necessary to work effectively with all levels in the organization and with employees, clients, employers, community partners, service providers and funders
- Proven ability to coach others with a strong aptitude to instill trust and establish rapport
- Frequent travel between ACCES locations as needed
- Flexibility to work occasional evenings and weekends

To Apply:

Interested persons should send their resume with a covering letter to the attention of

ACCES Employment Hiring Committee

By Email: hr@acesemployment.ca

On or Before **September 7, 2018**

Please Note: This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to: women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation, gender identity or gender expression.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.