



**Job Title:** Procurement Manager

**Division:** Finance

**Department:** Finance

**Responsible To:** Chief Financial Officer, Controller

### **Role Summary**

Reporting to the Chief Financial Officer and Controller, this position is responsible for the tactical procurement of commodities, supplies, equipment, and services to be used by the organization. The Procurement Manager coordinates his or her efforts with departmental managers to maintain the appropriate level of inventory. This individual will utilize expert knowledge to purchase goods and services that meet quality requirements and specifications at the most favorable price for the company, while simultaneously building and maintaining strategic relationships with key suppliers.

### **Responsibilities**

- Plan, organize, direct, control and evaluate the purchasing activities of the organization
- Develop purchasing policies and procedures and control purchasing department budget
- Identify vendors of materials, equipment or supplies
- Evaluate cost and quality of goods or services
- Negotiate or oversee the negotiation of purchase contracts
- Participate in the development of specifications for equipment, products or substitute materials
- Review and process claims against suppliers
- Source, negotiate, contract and execute agreements to fulfill day-to-day business needs, primarily for high value specialty materials and services not available on existing agreements
- Manage project related teams and initiatives
- Process improvements and process expertise for procurement and stores
- Commodity management support
- Establish delivery schedules, monitor progress and contact clients and suppliers to resolve issues
- Analyze inventory needs based on usage trends and inventory levels
- Place purchase orders ensuring flow of inventory that guarantees optimum stock levels and meets turnover goals
- Maintain an extensive database for all orders that is up to date and provides information for analysis and reporting
- Maintain clear and organized purchase order records, and ensure all invoices are approved by respective department heads
- Provide product, storage and order information to all internal departments as requested
- Stay current with internal and external factors impacting procurement function
- Research and survey buying markets to source the most optimal suppliers, in accordance with corporate objectives
- Arrange for payments to vendors for products or services procured



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- Responsible for coordinating the pick-up and removal of alcohol bottles by the Beer Store, work with the food and beverage team to ensure safe stacking and proper separation on the loading dock
- Prepare and administer bids, requests for quote, requests for proposal, requests for information, and other vendor documentation
- Manage service level agreements, scope of work, and contract terms with service providers
- Calculate annual requirements for products or services and reconcile amounts against available budget
- Advise departments and business units of lead time required to obtain products or services
- Make alternate arrangements in the event of shortages or delayed deliveries to minimize impact on the organization
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

**Competencies**

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

**Characteristics**

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

**Requirements**

- Bachelor's Degree in Business, Finance, Engineering or Supply Chain Management
- 7-10 years' progressive experience in a purchasing role with at least 5 years in a supervisory role
- Certified Professional Purchaser (C.P.P.) designation or registration in the educational program of the Purchasing Management Association of Canada an asset
- Proven success in a supervisory, management or leadership role in Purchasing
- Comprehensive experience drafting vendor agreements including the ability to strategically assess and mitigate risk with vendors and suppliers through well-structured agreements
- Considerable knowledge of laws, ordinances, and regulations pertaining to purchasing practices



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- Working experience in the hospitality industry preferred
- Must possess excellent customer service skills
- Must be computer literate. Preferred candidate will have previous experience with purchasing software, Microsoft Word and Excel
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

**Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 50 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling
- Move over sloping, uneven or slippery surfaces
- Move through narrow, confined or elevated spaces
- Move up and down a ladder

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.