



## **OPPORTUNITY IN FNESS Competition #2021-04**

### **FNESS is currently inviting applicants for the position: Procurement Officer**

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization, as well as a registered charity, under the governance of a First Nation Board of Directors. FNESS assists BC First Nations in developing and sustaining safer, healthier, and thriving communities. Our programs and services include Firefighter Training, Fire Prevention Education and Awareness, Emergency Management and Forest Fuel Management. The goals of a self-sustaining and resilient community must keep *safety* as a priority as we support the development of community and professional capacity.

#### **POSITION SUMMARY**

Reporting to the Emergency Management Manager, the Procurement Officer will support First Nation communities in recovery needs. As the Procurement Officer, you will implement sourcing strategies and collaborate with partners and suppliers to reduce risks and costs for First Nations' community with recovery. You will manage metrics to hold suppliers accountable for performance and delivery. Additionally, you will drive results through the management of competitive bidding processes and analyze data and market trends. You will also support the continuous improvement of the global procurement processes and tools. The ideal candidate thinks long term, drives initiatives, and communicates appropriately and influences customers and suppliers at all levels. You must be collaborative. To be successful in this role you have a sense of urgency to meet customer timelines; succeed in a fast-paced environment; engage and influence key stakeholders; and have a high level of customer focus and business judgement. Also, you must have a demonstrated track record of working multiple projects and supporting their completion to meet business objectives.

As the Procurement Officer, you will be the main point of contact for FNESS, you will coordinate with agencies, including the Federal and Provincial government, NGOs and other service providers.

Reports directly to the Emergency Management Manager.

#### **Procurement Officer Duties & Responsibilities**

- Manage the new supplier qualification and onboarding process.
- Manage events and documentation.
- Support suppliers with issue resolution.
- Analyze supplier performance data and metrics.
- Ensure you are knowledgeable about the supply market and supplier capabilities, technically and geographically.

- Develop mechanisms and metrics to track supplier performance related to delivery, quality and cost.
- Create supplier scorecards to measure and track supplier performance.
- Participate in business reviews to discuss best practices and issues and to ultimately improve supplier performance and strengthen business partnerships.
- Provide support throughout the contracting process, as well as management of contracts post-execution.
- Bachelor's Degree from an accredited university or equivalent combination of education and experience.
- 3+ years' experience in a Procurement organization performing vendor management, contract management and bidding.
- 2+ years' experience as a Project Manager who can prioritize workload and manage projects within cost and schedule.
- Ability to communicate and report on market intelligence data, including commodity trends and labor indexes.
- Preparation of regular reports and briefing documents to be submitted to the Emergency Management Manager.

#### Special Requirements

- Available 24/7 during response to emergencies and disasters and willing to perform a variety of duties within the scope of the position's responsibilities.
- Ability to speak formally and informally to various audiences, including community meetings, local and regional elected representatives, First Nations Leadership Council, Local Government officials, businesses, and industry experts (e.g., insurance, construction, etc.).

**TERMS:** Full Time – Limited Time Duration Contract/Employment Agreement

**LOCATION:** FNESS Office Located in North Vancouver, BC

**HOURS OF WORK:** Monday to Friday 8:00 a.m. – 4:00 p.m.

**Deadline for receiving applications is:** Will remain open until filled. Only successful candidates will be contacted.

**Please forward a current resume and cover letter to:** [HR@fness.bc.ca](mailto:HR@fness.bc.ca)

Attn: Executive Director

First Nations' Emergency Services Society of BC

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