



# MANAGER, PROCUREMENT ADMIN

Join our dedicated National team as a **Manager, Procurement Admin!** The Manager of Procurement Admin oversees the procurement administrative support staff providing administrative support to the procurement lifecycle from RFQ, RFP, Master Services Agreement/Statement of Work execution. This is a newly created position to respond to the increasing demand for the services of the National Supply Chain (NSC) team. Together with the Director, the Manager of Procurement Admin will interface with the operations leadership negotiating with, and managing, the ongoing relationship with both Circular Materials' (CM) supply chain partners and those of the recycling programs operating in other provinces in Canada.

Operations staff engage with collector, processors, and end market partners who together with CM's program or external programs, fulfil the obligations of the Producers obligated under Extended Producer Responsibility (EPR) regulations to responsibly manage the end fate of the material they supply to the residential market.

## Your Key Responsibilities:

- Develops subject matter expertise on the regulatory requirements associated with waste diversion regulations in provinces in Canada.
- Develops a deep understanding of the terms of the Master Services Agreements and Statements of Work to ensure administrative staff have a clear understanding of the terms.
- Together with process analysts, develops and documents the procedures for managing the procurement lifecycle for use by NSC department staff.
- Directs the activities of the administrative staff to maintain the quality, timelines and status of the procurement lifecycle and reports same to the Director.
- Participates in the delivery of the administrative services as demanded by workload, timing, complexity, or other drivers.
- Establishes the quality control processes to ensure that executed contracts, once handed off to the Service Provider Reporting (SPR) team, have been properly interpreted and set up in the SAP Material Management contract system.
- Develops, maintains and manages the annual calendar of critical contract events on behalf of Circular Materials and client programs to ensure adherence to contract obligations.
- Recommends continuous improvement within the department.
- Manages the development and performance of direct staff.
- Ensures staff record interactions with Service Providers in the enterprise system.

## Internal Relationship:

- Collaborates with operations teams, staff and the staff of internal departments interfacing with recycling system service providers in relation to MSAs and SOWs.

## External Relationship:

- May interface directly with supply chain partners to respond to inquiries, manage status and other miscellaneous interactions as directed by the Director and/or program clients.

## What you bring:

### Education:

- Degree in Business Administration, Finance, Logistics or Supply Management is an asset.



**CIRCULAR**  
MATERIALS

#### **Skills:**

- 5+ years experience in Procurement.
- Waste management and public sector work is a strong asset.
- Experience with RFP and RFQ is an asset.
- Hands on experience with CRM is an asset.
- Communication: strong verbal and written communication skills.
- Project management: ability to plan, delegate and evaluate progress towards goals.
- People management: experience managing and coordinating a strong working team.
- Good problem-solving skills.
- Fluency with MS Word, MS Excel, and Adobe Acrobat programs.

#### **About Us**

Circular Materials is a national producer-led not for profit organization that supports producers in meeting their obligations under extended producer responsibility regulations across Canada. We are committed to building efficient and effective recycling systems to minimize waste, and ensure materials are reused again and again. Through the support of our founders and member producers, Circular Materials is implementing a national harmonized approach focused on improving recovery rates, meeting the needs and expectations of consumers, and protecting the natural environment. The team is currently working remotely.

For more information visit: <http://www.circularmaterials.ca>

#### **What We Care About**

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a Professional Development benefit, Personal Wellness Benefit, RRSP matching program, and medical/dental group benefit coverage.

#### **Apply Now!**

Think you would be a good fit for our **Manager, Procurement Admin** position? We want to hear from you! Please send your cover letter and CV to [humanresources@circularmaterials.ca](mailto:humanresources@circularmaterials.ca) by March 29, 2023.

Circular Materials is an Equal Opportunity Employer. We thank all applicants for their interest. Only those under consideration will be contacted.