



Cut the red tape, shake up your processes and empower the people around you. Work at a place that gives you the freedom to do your job in the best way you know how. You can bet that we'll keep delivering on our commitment to create a workplace that is diverse and inclusive for all employees, subtrades, clients and partners.

Thinking about a change?

We recognize that the construction industry is changing at a rapid pace, and we continually strive to be at the forefront. Our core values empower people to deliver great careers to one another and develop creative solutions for complex problems on some of the most exciting projects. It doesn't matter what your expertise and craft is – there are no boundaries. We are a group of professionals with a variety of expertise within pre-construction, construction, and post-construction. To learn more, check out our [Cradle to Grave](#) services and hear from [our team](#) directly about what a career at EllisDon could look like for you. As you can see, we are a diverse bunch.

Above all, we are a group of individuals with unique experiences and at EllisDon, we choose to celebrate the strength in our differences, every day. EllisDon's commitment to Inclusive Diversity is to work together to create an environment where every employee feels safe to be their true and authentic self. Ultimately, EllisDon's purpose is to provide people with similar values the opportunity to achieve to their full potential; to deliver that opportunity for great careers to one another; and to contribute meaningfully to the community we share with others.

You as a Procurement Manager will:

- The single individual responsible for defining, establishing, and implementing a structured and auditable procurement approach for the entire construction program at Centre Block, meeting schedule imperatives
- Plan, organize, direct, and control activities related to procurement by implementing procurement strategies and forecasting procurement needs
- Administrative management of procurement process, general communications, reporting, document control, and formal compliance
- Perform periodic market trend analysis in the specific categories, analyzing supplier base, industry changes, etc.
- Support supplier relationship and performance programs with key suppliers.
- Provide management, instruction, and follow-up in support of operations teams RFP/bid, contracting and operational processes. Proactive management of internal and external customer expectations.
- Establish relationships with Corporate Legal and Risk Management to ensure all contractual terms and conditions comply with standard or other contract changes and are formally reviewed and approved by legal/risk management.
- Participate and provide leadership to Preferred Supplier performance review meetings.

Is this the right role for you?

- Have at least one relevant accreditation for the proposed role
- Have demonstrated at least 4 years' experience; and



- Have performed in the proposed role for at least 2 of the last 10 years on one or more project(s) where each project was in one location only and included a minimum of three complexity characters: Public Infrastructure, Constrained Spatial Environment, High Security Requirement for entire Facility, Layer of Circulation or Technical Programming.
- Proven supply chain management and procurement experience, dealing with both small and large value contracts
- Property/facility management procurement experience preferred
- Demonstrated ability to lead negotiations and support in the development of negotiation strategies for large and complex projects and contracts
- Ability to understand complex and abstract concepts (legal, technical and/or commercial) and being able to present the information in an informative and simplified manner; such that key decisions can be made quickly and objectively
- Self-motivated and able to perform the role with minimal supervision; takes ownership and demonstrates sense of urgency while managing multiple priorities in a dynamic environment.
- Good working knowledge of MS Excel, including VLOOKUP and Pivot Tables.
- Excellent communication skills-oral and written
- Must be eligible for CISD Reliability level clearance

EllisDon is proud to provide this unique career opportunity that provides continuous learning, opportunity for growth, and a competitive compensation package within an environment that is committed to inclusion and respects diversity.

Go ahead and be yourself. We'll pay you for it!

We are an equal opportunity employer. We welcome people of any age, culture, subculture, gender identity or expression, sexual orientation, nationality, ethnicity, race, size, mental or physical status, veteran status, religion, language, political opinion, working-style preference, family status, education, and socio-economic status. The EllisDon core values of Integrity and Mutual Respect welcomes **everyone**, at work and in the community, and our value of Mutual Accountability, means that we all have a role to play. As an EllisDon employee, this will ultimately be **your** commitment to Inclusive Diversity.

[To apply to the Lead Procurement Manager position, click here!](#)

Or send your resume directly to:

Jessica O'Connell, People & Culture Coordinator

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