

**Yukon College**  
**Statement of Qualifications**  
**Manager, Procurement & Contracts**

Department: Administrative Services  
Location: Ayamdigut Campus  
Date: October 2018

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Essential Qualifications (assessed in screening process)

Education and Training: PMAC / SCMA Accreditation or current enrolment in PMAC program is a strong asset.  
Relevant post-secondary education.

Demonstrated Abilities: Senior experience working in purchasing including contract negotiations and preparations.  
Excellent technical computer skills using spreadsheets and word processing software (such as Excel, and Word) including integrated financial systems.  
Experience in accounting, budgeting, insurance and risk management  
Experience using automated purchasing procedures  
Strong communication and interpersonal skills

Equivalency: Extensive experience working at a senior level in a procurement and contracting environment.

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Rated Qualifications (assessed through interview, etc.)

Knowledge:

- K.1 Of procurement, methods, techniques and principles of contracting services.
- K.2 Of material management including purchasing, transportation, shipping and receiving, asset management and disposal
- K.3 Of purchasing principles, practices and methods
- K.4 Of commodities and services relevant to the operation of a College
- K.5 Of computerized capital asset inventory systems and procedures
- K.6 Of WHMIS, Transportation of Dangerous Goods and WCB compliance
- K.7 Of business and contract law
- K.8 Of risk management issues for post secondary institutions

Abilities:

- A.1 To acquire goods and selected services in an efficient, effective and responsible manner.
- A.2 To maintain a centralized document control system.
- A.3 To set priorities, organize and discern information from various documents and reports.
- A.4 To maintain confidentiality
- A.5 To supervise employees effectively and provide leadership
- A.6 To research and prepare specification, solicitations and contract documents.
- A.7 To work effectively with spreadsheets and word processing software (Excel, and Word) including integrated financial systems.
- A.8 Strong analytical, persuasion, negotiation, and organizational skills.
- A.9 Strong attention to detail.

Personal Suitability:

- PS.1 Ability to communicate effectively, both orally and in writing.
- PS.2 Effective interpersonal skills, particularly in a cross-cultural/bi-cultural context.
- PS.3 Ability to take initiative and work independently.
- PS.4 Ability to positively represent Yukon College and colleagues, clients, and the community.
- PS.5 Ability to examine and resolve complaints effectively.
- PS.6 Ability to deal with all people in a fair and equitable manner.
- PS.7 Strong customer service focus.