



FUNCTION: Technical Buyer
POSITION STATUS: Short-term Contract
REPORTS TO: Operations Manager
WAGE: hourly contract rate to be negotiated
POSTING DATE: 21 February 2023
CLOSING DATE: 6 March 2023
TARGET START DATE: 13 March 2023

ORGANIZATIONAL OVERVIEW

Edmonton Heritage Council (EHC) is a not-for-profit organization that connects people to the stories of our city through our leadership, support, and programs. We do this by helping Edmontonians research, preserve, interpret, and advocate for their heritage.

CONTRACT SUMMARY

EHC is currently seeking to contract a technical buyer who will be responsible for streamlining EHC's use of software platforms and provide training to EHC staff on all existing and procured software. It is anticipated that this work can be performed within a 3–6-month contract.

KEY RESPONSIBILITIES

- Assess all current software applications used by EHC to understand:
 - the capabilities of the current software
 - where redundancies exist across different platforms
 - where cost savings could occur through the elimination of redundant software
 - what needs are not being met with the use of the current software
- Research and purchase new software, within allocated budgeted amounts
- Negotiate contracts and supplier agreements
- Manage relationships with suppliers
- Ensure compliance with procurement policies and regulations
- Train staff on effective and efficient use of all platforms
- Document procedures for inclusion in an operational manual

QUALIFICATIONS

- 2+ years of experience in technical buying or a related field
- Strong knowledge of procurement processes and regulations
- Experience in negotiations
- Experience in supplier management
- Strong analytical skills
- Budget management skills
- Excellent communication and interpersonal skills, with demonstrable ability to effectively teach software usage
- Degree in supply chain management, business administration, or related fields is desirable
- Experience in working with a not-for-profit organization is an asset
- Meticulous attention to detail
- Excellent time management skills
- Ability to learn and adhere to established processes
- Superior working knowledge of Microsoft Office Applications
- Proficiency in working with CMS and CRM software
- Experience in working with a not-for-profit organization is an asset



Interested candidates, please email resume and cover letter as a single PDF attachment by 9:00 a.m. on Monday, 27 Feb 2023 to:

Mary Schuurman, Operations Manager
Email: mschuurman@edmontonheritage.ca

EHC is an equal opportunity workplace. We encourage diversity and welcome applications from all qualified individuals. We thank all applicants in advance, however, only candidates selected for an interview will be contacted. Please expect initial contact within two weeks of the closing date.