

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Finance and Administration Purchasing Coordinator

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of Finance and Administration (DFA) is currently looking for a motivated and knowledgeable candidate to fill the role of ***Purchasing Coordinator***.

Position Overview

Under the direction of the Director of Finance and Administration, and reporting to the Controller, the Purchasing Coordinator manages the organization's procurement process. By working with internal and external stakeholders, they identify procurement needs, evaluate suppliers and vendors, negotiate contracts, and ensure the timely delivery of goods and services.

Overview of Responsibilities:

- Source and obtain price quotations from catalogues and suppliers and prepare purchase orders.
- Calculate cost of orders and charge or forward invoices to appropriate accounts.
- Process purchases within purchasing authority.
- Communicate with suppliers to resolve problems that may arise regarding delivery, quality, price, or conditions of sale in a timely manner.
- Collaborate with departments to maximize efficiency in the purchasing and inventory control department.
- Prepare and maintain purchasing files and reports and provide shipping quotes in a timely manner.
- Maintain knowledge of trends, prices, and delivery conditions to anticipate future material availability.
- Prepare requisition orders to replenish materials, equipment, and stock in a timely manner.
- Reconcile physical inventories and maintain stock rotation and replenishment.
- Report outdated inventory stock, disposals and required inventory adjustments to the Controller.
- Ensure competent quality execution of all day-to-day purchasing duties and administrative works.
- Handle associates purchasing issues by providing solutions, often within a time limit to ensure effective teamwork.
- Liaison between associates and suppliers to meet company purchasing deadlines.
- Support with other purchasing and inventory related duties as assigned by the Controller.

Position Requirements:

- Community college or equivalent degree or diploma in a related field, such as office administration, accounting.
- Minimum of two-years of direct experience working in an accounting/finance environment, preferably with a focus on the purchasing cycle.
- Ability to manage multiple lines of business and work effectively with other departments, levels of government, industry, and the public.
- Demonstrated ability to work on multi-discipline teams, or independently, and meet deadlines.
- Excellent communication skills, written and spoken.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Proficiency and experience in MS Office and accounting software, such as Sage 300 etc.
- High levels of teamwork, client service and professionalism.
- Ability to work unsupervised with a high level of productivity with the ability to seek and take direction.
- Adaptability and flexibility in managing multiple priorities.
- Experience working in or with First Nation communities an asset but not required.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary: \$50,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: Open Until Filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Applicants must provide proof of Canadian Citizenship or Permanent Residency***

September 6,, 2023