



## **Business Development Project Manager-Procurement**

<b>DEPARTMENT:</b>	Business Development
<b>POSITION TYPE:</b>	Full-time Position
<b>LANGUAGE:</b>	English, French would be an asset
<b>CONFIDENTIALITY:</b>	High
<b>LOCATION:</b>	National Capital Region

### **WORK ENVIRONMENT:**

Skills/Compétences Canada (SCC) is a registered charitable organization that actively promotes careers in skilled trades and technologies to Canadian youth.

### **CHALLENGE:**

Reporting to the Director of Business Development and Marketing, you will work with government, business, education and labour representatives to facilitate the creation of long and short-term partnerships for the procurement of equipment, materials and supplies for the Skills Canada National Competition (SCNC). This includes the preparation of written materials, and interaction with stakeholders of all levels. You will demonstrate your leadership, teamwork and project management skills by developing procedures and providing guidance to internal staff and external stakeholders.

### **EDUCATION:**

Successful completion of a post-secondary school program or equivalent work experience is required.

### **EXPERIENCE:**

- Experience in project management, managing multiple projects in a time sensitive environment.
- Experience in working and dialoguing with representatives from all levels within organizations (entry level to senior management).
- Experience and proficiency using most computer platforms and a multitude of software packages
- Experience working in a fast paced and at times stressful environment
- Ability to organize and prioritize numerous tasks and complete them under demanding time constraints
- Experience in procurement and asset management
- Knowledge of the trades and technologies, and some knowledge of tools and equipment. Past trades experience would be considered an asset

**ADDITIONAL REQUIREMENTS:**

The employee will occasionally be required to work outside normal working hours and will be required to travel domestically, frequently.

**KEY ACTIVITIES/RESPONSIBILITIES:**

Reporting to the Director of Business Development and Marketing, you will lead, coordinate and manage multiple procurement and technical aspects of the Skills Canada National Competition (SCNC).

For all activities you will be expected to do the following.

- Act as primary liaison between industry partners and the 350+ industry/education volunteers of the National Technical Committee to ensure partner-based infrastructure requirements of SCNC and/or other related events are secured
- Ensure the smooth delivery of SCC initiatives such as National Skilled Trades and Technology week and SCNC from a partner/supplier standpoint
- Effectively lead and manage resources to ensure effective and timely delivery of SCC objectives
- Maintain existing policies, and implement new policies and procedures
- Identify timelines for meeting specific goals
- Manage external contracts when required
- Communicate pertinent information to various public, government or private organizations and individuals
- Attend and organize internal and external meetings
- Manage and update Business Development contact lists for partners, potential partners and other SCC stakeholders
- Communicate effectively with SCC National Technical Committee via the online Skills Canada Forum
- Manage Skills Canada's large partner contributed infrastructure on an online Excel style program, known as Securesheet.
- Represent SCC at functions identified by the organization
- The Director, Business Development and Marketing may assign other related duties as required

**Skills Canada National Competition**

- Work with Director of Business Development and Marketing for outreach to current and potential suppliers for the 44 trade and technology contest areas represented at SCNC
- Coordinate and attend meetings in host province of SCNC with your Director, record all notes and action items, conducting all follow up requirements in a timely fashion

- Work with Skills/Compétences Canada National Technical Committee members and partners to identify logistical requirements for each of the 44 contest areas at the Skills Canada National Competition
- Prepare invitations and list of partner outreach for annual fall planning meeting in host province to ensure new and continuing partners are available to meet with committees for project planning and infrastructure requirement discussions
- Working with the National Technical Committee, monetary, in-kind, educational and association partners, procure equipment and materials for the Skills Canada National Competition (a value of 3 to 4 million dollars annually)
- Work with existing partners, develop long term partnerships to secure equipment and supplies as needed per SCC contest area
- Prepare proposals for potential partners based on sponsorship guidelines and the current needs of SCC
- Seek out new long-term partners and prepare multiyear proposals and/or agreements with national industry organizations to reduce procurement purchase/operating expenses of SCC
- Write Process Documentation: Improve the efficiency of processes as business development grows within the organization. Present new process policies on behalf of the organization
- Work with Director of Business Development and Marketing and Business Development Coordinator to implement recognition programs for long term partnerships following guidelines for SCC sponsorship
- Working with the Business Development Coordinator, ensure the approval process including safety requirements for the SCNC sponsored Try-A-Trade® and Technology Activities are followed. Assist Business Development coordinator with logistical requirements for Try-A-Trade® and Technology Activities to be recorded on Securesheet, and submitted to the host venue
- Work with National Technical Committee for non-sponsored Try-A-Trade hosted at contest areas. Ensure equipment, material, safety and logistical information is provided to SCC in a timely manner following budgetary constraints. Gather descriptions of activities for program and visitor guide prior to April cut-off annually.
- Ensure that all sponsors/suppliers are recognized on SCC signage by April deadlines for print, annually. Coordinate with SCC Business Development counterparts for partner logo collection and allocation. Ensure each partner is recognized at value of contribution as per SCC guidelines.
- Work closely with equipment and material partners for all shipping and logistical details to and from the National Competition. Communicate with SCC shipping partner to orchestrate all movement details relating to SCC asset logistics including: transportation from partner warehouse, Skills Canada Member Organization inventory, host province educational/association shipping requirements. This includes providing detailed and accurate information along with shipping documentation to each and every stakeholder concerned

- Onsite at host venue, leading up to and during SCNC, responsible for receiving and directing all incoming and outgoing shipments. Ensuring concise and accurate distribution to each of the 44 contest areas, including returning logistics post-event
- Assist with the implementation and success of the annual Skills Canada National Competition

**Other**

- Participate in National and International events as required for special projects
- Prepare presentations and develop reports as required for meetings, events or other

Send Résumé and cover letter to Gail Vent, Director of Business Development and Marketing. [gailv@skillscanada.com](mailto:gailv@skillscanada.com)

Please submit no later than July 6, 2018.