



MANAGER, PURCHASING SERVICES

We are looking for a Purchasing Services Manager who can help us achieve the College's mission and objectives for approximately 15 months. This position is located at 1301, boul. Portland in Sherbrooke (Québec).

POSITION

Under the responsibility of the Director of Administrative Services, the successful candidate performs the following functions:

MAIN RESPONSIBILITIES

- Writes, plans, implements and updates administrative procedures and processes related to the day-to-day operations of Purchasing Services of the College;
- Recommends the appropriate norms and procedures for the identified needs, and evaluates the results at the end of the exercise;
- Advises and assists managerial staff, and collaborates with professional, support and teaching staff in accordance with policies, regulations and current directives;
- Designs various statistical reports and conducts studies and analysis of files, contracts, agreements and other documents, provides advice and makes recommendations of corrections and updates;
- Conducts accountability and reporting in accordance with the various legislative and regulatory frameworks and organizational procedures in effect;
- Prepares tender documents and publishes on *SÉAO (système électronique d'appel d'offres du gouvernement du Québec)*;
- Assists users in the procurement process (bids, group purchasing, preparation of technical specifications, compliance with laws and regulations, etc.);
- Collaborates in the furniture acquisition process, ensures budget follow-up and installation schedules;
- Collaborates in monitoring the policy on risk management with regard to corruption and collusion in contract management processes. Participates in risk analysis and implementation of the risk management plan;
- Monitors and oversees the groups purchasing files (*CAG_Centre d'acquisition gouvernemental*) in the interest of the College;
- Maintains contract management skills and collaborates with the *responsable de l'application des règles contractuelles (RARC)*;
- Coordinates the activities of the selection committee in the event of a tender call involving quality;
- Collaborates with the Financial Services team on financial analyses and monitoring;
- Carries out any other related tasks within its field of activity, as required.



SKILLS REQUIRED

- Thoroughness and attention to detail;
- Autonomy and intellectual curiosity;
- Respect for deadlines;
- Relational and communication skills;
- Ability to work with integrated management systems;
- Proficiency in Excel - intermediate level.

REQUIRED QUALIFICATIONS

Education and experience

- Bachelor's degree in an appropriate field of specialization, particularly in administrative sciences, law or any other specialization deemed relevant;
- Minimum of three (3) years relevant experience, preferably in a public organization;
- Fluency in spoken and written French.

SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 4, the salary range is between **\$76,339 and \$101,783**.

HOW TO APPLY

Please submit your curriculum vitae and cover letter to: selectioncommittee@crcmail.net

N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted. Champlain Regional College is an Equal Opportunity Employer and invites candidates to identify themselves as members of a group covered by the Act Respecting Equal Access to Employment in Public Bodies.

Champlain Regional College, hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

START DATE:	As soon as possible
DATE OF POSTING:	July 27, 2026
END OF POSTING:	August 10, 2026