

# POSITION DESCRIPTION



Position	Business Development Manager, Western Canada
Supervisor	Director, Supplier Development & National Programs

**About Kinetic GPO**

Kinetic GPO is a national broader public sector collaborative purchasing organization, established in 2017, and offers contracts that have been competitively bid in a fair, open, and transparent manner consistent with the regional and national trade agreement requirements.

Entities that must comply with the trade agreements, such as municipalities, colleges and universities, schools, healthcare, non-profit, and all other public sector entities, use Kinetic GPO contracts to increase their efficiency and economy when procuring goods and services. Examples include but aren't limited to technology, fleet, maintenance, HVAC, roofing, groundskeeping, playground equipment, operations, managed print services, and construction.

As a national purchasing cooperative, Kinetic GPO leverages a large pool of purchasing potential and allows entities to receive a combined buying power regardless of the entity's size.

For more information about Kinetic GPO, please visit [www.kineticgpo.ca](http://www.kineticgpo.ca).

**Primary Position Objectives**

Responsible for the strategic growth of the Kinetic GPO group purchasing program through the development of business opportunities with new and existing suppliers as well as broader public sector and private members. This position will cover Western Canada, which include the Prairie Provinces and British Columbia.

Position Responsibilities	
Key Responsibilities	Brief Description of Duties
Business Development	<ul style="list-style-type: none"> <li>• Pursue strategic opportunities for the Kinetic group purchasing program by cultivating partnerships with new and existing suppliers and identifying new products and services to provide to members</li> <li>• Promote the value of Kinetic GPO to existing and potential suppliers and members</li> <li>• Meet with existing and potential supplier and members to promote Kinetic GPO for their products or services</li> <li>• Travel within territory up to 50% of time and other parts of Canada as needed. Responsible for maintaining individual schedule.</li> <li>• Collaborate with the Director of Supplier Development and Director of Operations to market programs to suppliers and members</li> <li>• Collaborate with the contracting team to ensure supplier products and services meet member needs</li> <li>• Manage an existing book of business</li> <li>• Represent the organization at trade shows, business forums, and at speaking engagements to promote the Kinetic GPO brand to potential suppliers and members</li> <li>• Foster strong relationships with members and suppliers through regular touch points including face-to-face visits, video conferencing, and by phone</li> <li>• Connect members and suppliers for specific product or service needs</li> <li>• Train and educate awarded suppliers and their distributors, on how to</li> </ul>

	<p>position group purchasing to broader public sector entities and non-profits</p> <ul style="list-style-type: none"> <li>• Conduct on-going calls and business reviews with awarded suppliers as well as members</li> <li>• Other duties as assigned</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Monitor and analyze purchasing trends of members</li> <li>• Monitor sales trends of suppliers</li> <li>• Actively update internal CRM reporting tools</li> <li>• Manage and create member and sales leads opportunities</li> <li>• Contribute to board reports for quarterly board meetings</li> <li>• Collaborate with other team members to complete various tasks and special projects</li> <li>• Handle inquiries from suppliers and members in a timely manner</li> <li>• Assist with on-going contract and supplier relationship management</li> <li>• Responsible for making travel arrangements which includes transportation and accommodations</li> <li>• Other duties as assigned</li> </ul>

Position Competencies	
Key Competencies	Performance Standards/Results
Sales Methodology	<ul style="list-style-type: none"> <li>• Has an in-depth understanding of the public purchasing and sector industry, and its trends, issues, and opportunities</li> <li>• Has knowledge of purchasing, marketing and market research concepts and techniques, and evaluation methodologies</li> </ul>
Effective Communication	<ul style="list-style-type: none"> <li>• Clearly and concisely communicates information either in written form, or orally, as required</li> <li>• Has a strong business acumen and ability to communicate effectively with multiple groups</li> <li>• Able to work with others to draw out, gather and exchange accurate information to identify real issues</li> </ul>
Organization of Work	<ul style="list-style-type: none"> <li>• Successfully maintains a balanced workload which involves time constraints in a fast-paced work atmosphere</li> <li>• Effectively prioritizes tasks to meet deadlines and commitments in a dynamic, multifaceted environment</li> <li>• Works independently and/or participates as a member of a team to achieve common goals and contribute to a positive work environment</li> </ul>

Position Requirements
<b>Essential Knowledge, Skills and Abilities</b>
Typically, the knowledge and skills required for this position would be acquired through a Post-secondary Degree or Diploma in Business Administration, Supply Chain or Commerce or equivalent work experience
Considerable experience in supply chain, sales, or marketing, preferably with public sector entities
Motivated, hard worker that enjoys building lasting relationships
Entrepreneurial mindset with the ability to work in a remote setting
Willingness to travel (up to 50%)
Experience with a CRM system, preferred
Energetic and enthusiastic; comfortable working in a fast-paced, dynamic environment
Positive attitude with strong people skills

Valid driver's license
Knowledge of procurement process is an asset
Superior customer service skills
Strong team player
Willingness to work flexible hours beyond the traditional workday as required