



## **PROCUREMENT – SUPPLIER DIVERSITY SUMMER STUDENT – FULL TIME TERM**

Reporting to the Director, Corporate Procurement, the summer student will be assisting the Corporate Procurement Department in creating and implementing a supplier diversity program.

MBLL recognizes that its development can impact on and is dependent upon the well-being of the economic, social, and environmental structures within which it operates. It is our belief that diverse suppliers are underrepresented within our ecosystem, and we are in the early stages of a project to:

- Develop a supplier diversity policy.
- Identify diverse suppliers within our network, and benchmark our spend and engagement with these suppliers.
- Identify priority areas and opportunities to increase engagement with diverse suppliers.
- Develop and implement methods and tools to recognize diverse suppliers within the competitive public procurement framework.
- Educate and build capacity among diverse suppliers.
- Educate internal stakeholders, and advocate for the supplier diversity program.

### **Duties:**

- Contribute to project work related to the supplier diversity program.
- Collaborate with internal and external stakeholders.
- Attend and facilitate project meetings where required.
- Observe and participate in a variety of public procurement types to gain an understanding of challenges.
- Research of and participation in the drafting of procurement policy, guidelines, forms, reports, educational material, and other matters relevant to the project.

### **Primary Qualifications:**

- Must be enrolled in a post-secondary Supply Chain Management, Business Administration or Project Management program, with preference for Supply Chain Management.
- Excellent critical thinking and analytical skills.
- High degree of accuracy with strong attention to detail.
- Fast learner and team player.
- Good communicator.
- Advanced skills in Microsoft Office (Word, Excel, Powerpoint).
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.

**Interested Individuals should apply by submitting a current resume and application to:**

**Email:** [careers@mbll.ca](mailto:careers@mbll.ca)

**All applications are due by January 31, 2024**

We thank all interested applicants, however, only those selected for interviews will be contacted.