



Materials Manager

Bio-economy Skills At-a-Glance



Building skills for Canada's bio-economy

About BioTalent Canada™

Helping Canada's Bio-economy thrive globally

Canada is a world leader in biotechnology—the application of living organisms to industrial, agricultural, medical and other processes and products. To maintain and build on this leadership, the sector needs highly skilled, job-ready people.

By acting as a national hub and central resource for employers, job seekers, students, educators and government agencies, BioTalent Canada helps make this happen.



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About the Bio-economy

The bio-economy involves the research, development, manufacturing and commercialization of technologies and products for such areas as:

- Agriculture
- Aquaculture
- Bioenergy
- Bioinformatics
- Bioproducts
- Biosciences
- Environment
- Food Processing
- Forestry
- Genomics
- Human and Animal Health
- Industrial
- Life Sciences
- Medical Devices
- Natural Resources
- Nanotechnology
- Nutraceuticals
- Pharmaceuticals

Components of the Bio-economy Skills At-a-Glance

The *Bio-economy Skills At-a-Glance* are built around *Key Competencies*. They are not complete *Bio-economy Skills Profiles*. They capture the key hard and soft skills required to successfully function in this position. Those key competencies require specific tasks be accomplished in order to attain the desired outcome. More often than not, those key activities are functional in nature and require the application of specific knowledge acquired by education, training or practical experience. In bio-economy companies, those functional competencies may be very broad and diversified, encompassing both scientific and business expertise. Some may refer to functional competencies as hard skills of the position.

The *Bio-economy Skills At-a-Glance* have been developed through secondary research and have NOT been validated by industry. As a result, industry feedback will be greatly appreciated. Please send any feedback to portfolios@biotalent.ca.

The *Bio-economy Skills-At-a-Glance* are useful for such activities as recruiting, professional development, coaching, self-assessment, and many other purposes.

Occupational Description

A Materials Manager is responsible for planning, organizing, directing, controlling and evaluating procurement activities and developing and implementing the purchasing policies of a business or institution.

Potential Professional Background and Education/Bio-economy or Relevant Experience

Education/Certification

- A bachelor's degree or college diploma in business administration, commerce or economics is usually required.
- Materials managers responsible for units purchasing specialized materials or business services may require a related degree or diploma.

Professional Experience

- 5 to 10 years of experience as a purchasing agent or officer may be required.

Competencies and Tasks

A Materials Manager must be able to:

A. Manage the procurement activities

TASKS
1. Monitor effectiveness of approved purchasing and procurement policies and procedures
2. Manage procurement and purchasing systems
3. Evaluate procurement activities and timelines
4. Develop recommendations for changes to procedures, budgets and other procurement functions
5. Liaise with other functions as to goods and services needs, specifications and purchasing activities

B. Manage purchasing operations

TASKS
1. Select, train, monitor and evaluate procurement staff
2. Monitor and keep other departments and vendors updated on policies and procedures
3. Prepare annual purchasing budget in conjunction with other departments
4. May participate in the development of capital budgets
5. Monitor annual purchasing budget and investigate discrepancies

C. Liaise with vendors

TASKS
1. Manage vendor sourcing strategy
2. Contact vendors as required
3. Review product specifications, costs, and terms
4. Develop vendor database
5. May conduct vendor reviews for certification purposes
6. Select vendors
7. Assess vendor capabilities
8. Develop alternate sources
9. Evaluate vendor performance

D. Monitor cost and quality of goods or services

TASKS
1. Recommend major purchases of materials or services based on anticipated changes in prices or on unusual availability situations
2. Maintain records for cost and quality of goods or services

E. Participate in the negotiation of purchase contracts

TASKS
1. Negotiate price, delivery and terms of payment with vendors according to existing policies and procedures
2. Follow up on actual contractual agreements to ensure vendor or product equipment compliance

F. Participate in the development of purchasing specifications

TASKS
1. Liaise with engineering, R&D and other departments to establish product and equipment specifications
2. Investigate availability and cost of materials and substitutes
3. Recommend product and/or services vendor

G. Review and process claims against suppliers

TASKS
1. Investigate and document product or equipment failures, delivery or quality issues
2. Compare outcome to agreed upon specifications
3. Formulate claim
4. Negotiate compensation or arrangement with vendors for non-compliance

H. Maintain department records

TASKS
1. Ensure that purchasing documents are properly completed and that the terms and conditions of purchases are appropriate
2. Maintain department records including vendor evaluations

I. Demonstrate personal competencies

TASKS
1. Lead with confidence
2. Demonstrate teamwork
3. Exhibit sensitivity to cultural and social diversity
4. Be customer service focused
5. Work in a fast-paced environment
6. Follow company's policies and procedures
7. Demonstrate time management skills
8. Manage stress
9. Be a quick learner
10. Communicate effectively and clearly
11. Demonstrate professional attributes
12. Continuously update skills

Strong Board of Directors

The Board of Directors is composed of experts in the field of HR, CEOs, CFOs and CSOs from across Canada with extensive financial and industry experience representing companies and organizations in Canada's bio-economy. BioTalent Canada is not a membership organization and therefore relies on the guidance provided by its dedicated volunteer Board of Directors.

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