

Manager, Supply Chain Connections - Brampton
Bridging Program for Internationally Trained Individuals

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 16,000 job seekers are served annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, **ACCES** receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto.

ACCES offers several unique Bridging Programs for international trained individuals. **Supply Chain Connections**, one of our newest bridging programs, supports internationally trained professionals in the Supply Chain and Purchasing fields to secure employment within the Supply Chain sector. Participants learn and practice effective job search strategies, develop an understanding of workplace communication and employer expectations, and learn about the Supply Chain and Purchasing labour market in the province and across Canada.

The position of **Manager, Supply Chain Connections** is an exceptional career opportunity for someone with strong program/project management, business development, and marketing skills as well as industry experience in the Supply Chain and Purchasing sector. As part of the management team, this is a non-unionized position reporting to the Senior Director, Peel Region and works primarily from the ACCES Brampton office. This is a contract position. Currently funding is in place for the program for 18 months with possibility of renewal.

Duties and Responsibilities:

- Manage the planning and implementation of a bridging program for internationally trained professionals seeking employment in the supply chain sector, including client and employer outreach, delivery, evaluation, collection and maintenance of statistics
- Project manage and coordinate the development and delivery of all program components, including contracts with suppliers (e.g. assessment, curriculum development, course delivery, etc)
- Work closely with other ACCES managers and partner organizations to ensure appropriate coordination of program components and related ACCES events, e.g., Speed Mentoring.
- Responsible for daily supervision of staff working directly with the program
- Responsible for file audits to ensure proper documentation
- Overall consolidation, development and evaluation of the program and ensuring program compliance with funders guidelines and targets
- Preparation of all reports & statistics
- Other duties as assigned.

Qualifications and Experience:

An organized self-starter with experience and/or education in the following areas:

- Post secondary education including a university degree
- 5 years of experience in Human Services and/or in the not-for-profit sector
- Experience in program or project management, including staff supervision
- Experience in Supply Chain and/or purchasing
- Experience working with a diverse community
- Excellent problem solving skills, creativity and ability to both lead teams and work in a team

- Excellent English verbal and written communication skills.
- Excellent interpersonal and self-management skills to work effectively with clients, co-workers, outside agencies and employers representing ACCES
- Thorough knowledge of all facets of job search and career development including an understanding of labour market trends and resources, particularly as they relate to internationally trained professionals
- Demonstrated experience in case and file management.
- Experience working in an MSOffice environment; familiarity with Internet, Excel spreadsheets and databases.

Interested persons should send their resume with a covering letter.

To: Human Resources – Hiring Committee

By: Friday February 3, 2012.

Via: E-mail: hr@acesemployment.ca

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.