

WE ARE HIRING!

Sourcing Manager

Salary range: \$85,000 to \$105,000 per annum

We are recruiting a Sourcing Manager to join the Strategic Sourcing Solutions team!

Key Responsibilities

Strategic Sourcing Planning

- Consults with clients to validate supply management priorities for major spend categories of goods and services and ensure alignment with their business needs; leverages the project prioritization process to filter projects that do not drive value.
- Builds sourcing strategies for defining new/enhancing existing initiatives, analyzing client needs, and identifying potential new supply sources.
- Plans and designs details of projects; schedules work and resource needs, makes recommendations regarding team participation and involvement in sourcing initiatives.

Sourcing Project Leadership

- Leads research into and maintains up-to-date knowledge of supply and demand management strategies for major spend categories of goods and services.
- Plans, develops and delivers comprehensive sourcing strategies to achieve savings goals: performs in-depth analysis of relevant information to identify opportunities and develop proposals to improve sourcing strategies including all quantitative elements (spend, contract analysis) and leveraging all qualitative inputs (supply market analysis, and demand strategies).
- Leads a cross-sector project team and manages the end-to-end procurement process for developing and implementing complex, high visibility, high risk, high spend sourcing initiatives using robust project management methods to ensure business requirements are understood and addressed and that the resultant agreements meet clients' needs by:
 - defining deliverables, evaluation methodologies; pricing models; risk and mitigation strategies; supplier key performance indicators
 - determining the appropriate procurement vehicle;
 - preparing RFX documents
 - finalizing and negotiating agreement terms and conditions with suppliers
 - assessing, defining and resolving procurement issues and escalations with stakeholders and suppliers by applying risk management expertise
- Prepares briefings, presentations and reports on overall progress to OEEM executives (as appropriate) and other senior management from the sector, offering authoritative recommendations for action.
- Works collaboratively with OEEM's internal teams (Marketing and Communications, Business Relationship Management, Finance) to:
 - Create awareness of and promote the value of OEEM's Marketplace of products and services and savings opportunities to drive OEEM's value proposition through a variety of communications channels and tactics, e.g., education sessions (e.g., webinars), category and sector feedback forums, etc.



- Forecast growth, client participation and revenues for assigned sourcing initiatives which contribute to OECEM's long-term growth strategy

Advisory Services

- Maintains knowledge of Ontario's legislative/regulatory/strategic procurement policy framework, leading procurement practices and supplier risk management to influence and promote a high level of understanding and acceptance of best practices in a rapidly evolving and competitive field
- Guides clients and advises on best course of action regarding:
 - compliance and adoption of procurement standards
 - selected categories of spend including the determination of current/future needs and savings
 - best methods/sourcing approach to fulfill business requirements
 - transition planning and implementation support

Stakeholder Engagement

- Maintains, influences and deepens relationships with clients, suppliers and peer colleagues for effective project execution and to achieve OECEM's overall value proposition
- Builds, sustains and leverages professional relationships with sector associations and organizations as regular outreach channels/conduits in order to:
 - promote OECEM's Marketplace of products and services
 - obtain, provide, verify and discuss information and best practices for continuous improvement
 - promote OECEM's success in addressing clients' business needs

Team Leadership

- Provides business and technical guidance/expertise, mentoring and coaching to project team members, internal/external peers, clients and senior management on sourcing issues and challenges, compliance with procurement policies and processes as well as recommendations on partnership risks/benefits, market trends, business case review/development, procurement strategies, RFX development, agreement negotiations and finalization.
- Assigns project responsibilities, monitors project progress and client satisfaction; co-ordinates within the team and between the internal team and client project team members.
- Participates in hiring, assigning work, training and providing input into performance reviews of other OECEM staff members.
- Provides direction to Analysts to create comprehensive costing models for sourcing initiatives and savings validation.

Skills and Qualifications

- Degree/Diploma in Business Administration, Economics, Finance or related fields. Master's degree is an asset. Completion of a recognized Supply Chain Management designation is an asset.
- Strong knowledge of Ontario's legislative, regulatory and procurement policy framework; Ontario Broader Public Sector (BPS) Procurement Directive and related processes
- Knowledge of Sourcing/procurement principles/best practices/methods/ trends, especially developing sourcing strategies, managing the procurement process, terms and conditions and understanding of commercial agreement terms
- Demonstrated experience with project management concepts particularly with the planning and execution of sourcing projects
- Experience in leading cross-functional teams.
- General business and strategic planning processes





- Detail-oriented, flexible, self-starter with high desire to learn and refine approaches to increase personal and organizational impact
- Results-driven, responsible, with strong commitment to contributing to the success of OECEM's business objectives
- Team player with strong ability to work independently with minimal supervision
- Calm positive attitude to produce accurate, high quality work in a fast-paced, changing environment.
- Passion for service excellence
- Proactive with a sense of urgency

Join Our Team

We Offer

OECEM is a great place to work. Employees thrive in a collaborative and supportive work environment; enjoy a comprehensive and competitive total compensation package, excellent career growth and professional development opportunities, and a dynamic people-focused company culture that supports work/life balance.

Our Competitive Total Rewards Program includes:

- Group employee benefits
 - Medical and dental
 - Health and personal spending accounts
 - Disability benefits
- Group RRSP with employer matching up to 7.5% of earnings, and increases to 10% after 3 years of service
- End-of-year company group success sharing award
- Annual merit increases
- Paid professional development days
- Tuition assistance program
- An exclusive partnership with SCMAO to provide professional development opportunities

Flexible work arrangements, Excellent career growth and learning and development opportunities; A fun work environment with an active and imaginative social committee; **A newly renovated office** including a comfortable staff lounge with a pool table, dart board, and Nintendo; **Workplace diversity and inclusion** based on our core values; **Benefits and programs** to support mental health and overall wellness; **And much more!**

Diversity and Inclusion

In accordance with [OECEM's Commitment to Diversity and Inclusion Statement](#), OECEM recognizes and embraces the value of diversity at all levels within the organization. Diversity is an important consideration in identifying and assessing candidates in conjunction with a merit-based approach.





Apply

Apply to this opportunity by sending your resume to hr@oecm.ca by no later than **4:30 p.m. on March 22, 2024**. We thank all applicants for their interest. However, only those selected for further screening/interview will be contacted. Please let us know if you require accommodation under the Ontario Human Rights Code at any stage of the recruitment process.

About OECEM

OECEM is a trusted not-for-profit sourcing partner for Ontario's education sector, broader public sector, and other not-for-profit organizations. We contract with innovative, reputable suppliers to offer a comprehensive choice of quality products and services, to generate significant savings for our customers.

Our staff are passionate about leading projects to acquire collaboratively-sourced and competitively-priced products and services for [OECEM's Marketplace](#) and connecting customers and suppliers with leading edge products and services to meet customers' needs.

