

# WE ARE HIRING!

## Sourcing Specialist

Salary range: \$71,000 to \$85,000 per annum

### Key Responsibilities

#### Sourcing Strategies and Procurement Plans

- Supports the Strategic Sourcing team in developing sourcing strategies for the acquisition of products and/or services.
- Facilitates a "fact based" decision making approach by leveraging all available data/information sources by building and maintaining business relationships with customers/suppliers/stakeholders in order to obtain the data.
- Provides a detailed analysis of historical & current spend data and provides a summary of report of recommendations as input into the business requirements for the procurement.

#### Internal and External Procurement Projects

- Is the sourcing and procurement "expert" to OECM's executive team.
- Provides weekly/bi-weekly/monthly updates and status report of sourcing projects and presents to OECM's executive team for validation and priority setting to ensure continuity of supply, achieving value for money.
- Manages the end-to-end procurement process for acquiring goods and services to support the efficient and effective delivery of OECM's operations; includes but is not limited to: conducting consultations with suppliers; developing pricing models and total cost of ownership analysis; developing procurement strategies, conducting negotiations with suppliers, preparing the agreements and documentation to obtain approval to proceed with executing agreements with suppliers, preparing lessons learned at every stage for continuous improvement.
- Ensures timely posting on OECM's website and meeting project deadlines
- Manages a cross functional internal team and external stakeholders
- Manages the transition to the appropriate OECM department to manage the resulting agreement.

#### Procurement Process

- Prepares data analysis, coordinates and communicates with internal (project team) and external stakeholders to prepare and finalize a Procurement Strategy for each project.
- Prepares and posts RFX documents (e-tendering); coordinate responses to proponent questions and ensures the timely posting of validated responses.
- Coordinate bid analysis and evaluation ensuring evaluation team is briefed on the process; team up with Sourcing Manager on preparing documentation for negotiating the agreement award (where appropriate)
- Facilitates the score review meetings.
- Prepares the briefing document recommendations to secure agreement award.
- Manages logistics and prepares documentation to support proponent debriefings and participates in debriefings.



- Participate as an active cross-functional team member to ensure effective project execution such as new launches and process optimization.
  - Plans and designs details of projects; schedules work and resource needs, makes recommendations regarding team participation and involvement in sourcing initiatives; prepares monthly status reports.
  - Reviews business processes with a view to streamlining and increasing cycle time; prepares sourcing tools and templates for Sourcing Managers and customers.
  - Adheres to deadlines and project milestones

### Procurement Advisory Services

- Provides expertise/views on procurement best practices, RFX templates, training requirements
- Guides customers and advises on best course of action regarding:
  - Compliance and adoption of procurement standards
  - Compliance to Legislations
  - 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
- Provides business and technical guidance/expertise to project team members, internal/external peers, customers 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.

### Qualifications and Skills

- 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
- 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
- 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 OE CM'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](mailto:hr@oecm.ca) by no later than **4:30 p.m. on April 3, 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.

