

# Procurement Specialist

## Job Description

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### Job Summary

The Procurement Specialist (Sourcing & Analytics) reports to the Procurement Manager and leads sourcing activities and supports data-driven decision-making across the procurement function.

This role combines procurement execution with analytical insight, managing vendor relationships within assigned categories while analyzing spend, supplier performance, and cost-saving opportunities.

The position works closely with the Procurement Manager to support strategic initiatives through accurate data, insights, and effective sourcing execution. This role is based in Vancouver and is hybrid, with a minimum of three days per week in the office.

The salary range for this role is \$75,000 - \$80,000/annum.

### Key Responsibilities

#### Data Analysis & Reporting

- Analyze spend data to identify trends, savings opportunities, and risks
- Build and maintain procurement tracking tools (vendor matrix, pricing comparisons, dashboards)
- Generate reports on: Cost savings, supplier performance, contract compliance
- Support data validation and ensure accuracy of procurement information
- Use tools such as Excel to create pivot tables, summaries, and actionable insights

#### Sourcing & Procurement Execution

- Lead sourcing activities (RFQs, RFPs) within assigned categories
- Prepare specifications and support vendor selection processes
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- Evaluate supplier proposals and provide recommendations to the Procurement Manager
- Support contract negotiations, including pricing and service terms
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- Ensure procurement activities follow organizational policies and procedures

### **Vendor & Contract Management**

- Manage supplier relationships within assigned categories
- Monitor supplier performance and escalate issues to the Procurement Manager when needed
- Track contract expirations and support renewal processes

### **Cost Optimization & Insights**

- Identify cost-saving opportunities through data analysis and supplier comparisons
- Support implementation and tracking of savings initiatives
- Monitor price changes, product substitutions, and benchmarking opportunities
- Provide recommendations to improve cost efficiency and purchasing decisions

### **Operational & Stakeholder Support**

- Act as a key contact for communities regarding sourcing and vendor-related requests
- Support community leaders with vendor options, pricing comparisons, and procurement recommendations
- Coordinate with suppliers to resolve day-to-day issues
- Ensure accurate documentation of procurement activities

### **Continuous Improvement**

- Support implementation of procurement initiatives and process improvements
- Participate in supplier reviews and internal procurement discussions
- Contribute to improving tools, tracking methods, and reporting accuracy

And other duties as required.

## **Qualifications and Experience**

- Bachelor's degree in Business, Supply Chain, Finance, or related field
- 3–5 years of procurement, sourcing, or data analysis experience
- Excellent Excel skills required, with a preference for additional analytic tools such as Power BI or Python
- Experience with vendor management and sourcing processes
- Healthcare or multi-community experience is an asset

## Skills and Competencies

- Strong analytical and problem-solving skills
- Advanced Excel skills (pivot tables, data analysis, reporting)
- Ability to translate data into clear recommendations
- Strong communication and stakeholder support skills
- Good negotiation and vendor coordination skills
- High attention to detail and data accuracy
- Ability to manage multiple priorities

## Physical Demands

- Ability to sit, stand, walk, bend, and lift.
- Lift up to 30 lbs.
- Work up to 8 hours per day.
- Must be willing to travel domestically (~15%).
- Flexible working hours required.

Please apply through Indeed: <https://ca.indeed.com/job/procurement-specialist-6c61b1b7dda59182>