

Job Posting Title

Specialist, Supplier Management

Job Category

Procurement

Language Requirements

Bilingual / Bilingue

In the event a qualified bilingual candidate is not found, a qualified unilingual candidate will be considered. / Dans l'éventualité où un candidat bilingue qualifié n'est pas disponible, un candidat unilingue qualifié sera considéré.

Job Grade

PIPSC-3

Application Method:

Applications should be submitted on our website here: [Careers](#)

Pay Range

\$107,682 - \$135,272

Job Summary

The Specialist, Supplier Management will be responsible for all activities relating to the onboarding of new NAV CANADA suppliers and monitoring compliance of existing suppliers. In addition to managing NAV CANADA's supplier database, this role will be heavily focused on all Environmental, Social & Governance (ESG) aspects of NAV CANADA's supply chain and will play a pivotal role in the delivery of NAV CANADA's ESG program. The role holder will be responsible for supporting the design of NAV CANADA'S future sustainable strategic sourcing strategy and embedding it within the function and wider business. The role holder will represent the Supply Chain function on sustainability & ESG forums. In addition, the role holder will develop and support the function's drive for continuous improvement relating to all supplier management activities.

Job Description**What NAV CANADA offers you:**

- Challenging, team-oriented work environment
- Competitive compensation and flexible benefits
- Defined benefit pension plan
- Opportunities for growth and development
- Flexible work arrangements
- Diverse and inclusive workforce

Key Accountabilities:

- Lead all activities related to supplier management, including onboarding of new suppliers and monitoring compliance to NAV CANADA's requirements.

- Consult with internal stakeholders as required, to ensure that all sections of NAV CANADA's Supplier Questionnaire populated by suppliers comply with NAV CANADA's requirements.
- Provide support during supplier onboarding process to suppliers and internal stakeholders.
- Build and maintain good relationships with new and existing NAV CANADA suppliers.
- Proactively communicate with suppliers to ensure that compliance with NAV CANADA's requirements is maintained.
- Coordinate yearly performance reviews with NAV CANADA's critical suppliers.
- Responsible for reporting supplier compliance levels to the business
- Supports adherence to Supply Chain policies and procedures. Ensures application of fair business practices and procurement of products and services at the best execution and price.
- Drives engagements, resolves issues, and involves stakeholders as needed.
- Assist with the development, implementation, and delivery of the Supply Chain Sustainability & ESG strategy in alignment with NAV CANADA'S overall ESG.
- Assist with the development of a comprehensive ESG governance strategy including process development, standard work document creation.
- Lead research efforts and provide insight and strategic guidance on the overall ESG supplier strategy.
- Identifies and socializes potential opportunities for ESG process improvements.
- Drive the development of sustainability objectives for inclusion in scorecards as part of supplier selection using metrics and targets based on market best practices.
- Collaborate with and provide training to the Supply Chain team to drive a step change in the evaluation of suppliers and negotiation of contracts in line with NAV CANADA'S Sustainability & ESG strategy.
- Work with the Supply Chain team and key stakeholders to improve sustainability & ESG in strategic sourcing and supplier relationship management.
- Participates and leads special projects, stretch assignments, and performs other duties as assigned.
- Track record of experience in Supply Chain sustainability and ESG, including delivery of sustainability and supplier diversity initiatives.

Job Requirements

Education:

A university degree in Business Administration or the equivalent combination of education, training and/or experience

Experience:

- Minimum five (5) years of experience on strategic sourcing, supplier relationship management and continuous improvement.

- Three (3) years of experience and knowledge of the key responsible sourcing issue areas; human rights, the environment, health and safety, anti-bribery and corruption, labour practices and other socio-economic impacts
- Experience implementing supply chain engagement industry best practice and enabling technologies.
- Experience in development and implementation of supplier due diligence and governance strategy.
- Experience in identifying and implementing supply chain operational and process efficiency supporting and/ or developing governance and supply chain policy.
- Experience with managing and delivering multiple projects, tasks, and initiatives simultaneously.
- Wider Supply Chain experience gained from either clients, contractor, or consulting organization.

Knowledge:

- Knowledge of Environmental, Social & Governance Legislative and regulatory environments desirable.
- Knowledge of ERP systems in a supply chain environment
- Knowledge of business supply chain policies and procedures
- Knowledge in the implementation of supplier management processes

Abilities:

- Ability to engage with an influence at all levels of an organization.
- Excellent data analysis skills
- Ability to work collaboratively across multi-functional teams.
- Strong in program management execution, results driven and ability to hold team accountable for end results setting appropriate milestones along the way to validate progress.

Personal Suitability:

- Confident, independent, and able to work autonomously without need for supervision.
- Strong leadership skills, excellent interpersonal and communication skills with particular emphasis in the areas of advocacy, negotiation, influencing, conflict resolution
- Solid negotiating skills.
- Strong organizational skills.

Working conditions:

- This position is based at the Ottawa Head Office, 151 Slater Street, but may be eligible for a flexible work arrangement.
- Occasional travel may be required.

NAV CANADA is committed to building a skilled, diverse workforce reflective of Canadian society. If you do not believe that you match every job requirement listed on this job posting, we still encourage you to apply. NAV CANADA encourages a culture of learning and growth, and recognizes that although some technical skills are mandatory, many others can be taught.

Our Company strives to create an inclusive and barrier-free selection process and work environment. If you require accommodations during this competition process, please ensure that you inform the interview coordinator or hiring manager of any accommodation measures you may require. NAV CANADA will provide accommodations throughout the recruitment and selection process to applicants with disabilities as required.

The successful candidate must meet the security requirement of the position and be legally able to work in Canada.

We thank all applicants for their interest; only those selected for an interview will be contacted.