



Job Profile

Sr. Strategic Procurement Specialist – Contracts and Compliance Lead

Reports to: Sr. Strategic Procurement Manager

Date: April 2026

Position Type: Full Time

Salary: TBC

Job Band: TBC

As one of North America's largest manufacturers of nutraceutical products and part of the global Fertin Pharma Group, Fertin Canada offers complete services from R&D, formulation, manufacturing and packaging.

Role Overview

The Senior Procurement Specialist – Contracts & Compliance Lead serves as a senior subject-matter expert responsible for contract review, redlining, negotiation, and compliance oversight across direct materials, indirect materials, CAPEX and services. This role ensures procurement activities align with SOX-aligned internal controls, corporate governance standards, and Environmental, Social, and Governance (ESG) requirements, including forced-labour and responsible-sourcing obligations under Bill S-211.

The position partners closely with global stakeholders in Legal, Finance, Internal Audit, Compliance, Sustainability, Operations, and key suppliers to manage commercial risk, ensure regulatory compliance, and support business objectives and capital expenditures.

KEY RESPONSIBILITIES

Contract Review, Redlining & Negotiation

- Lead the end-to-end contract lifecycle, including drafting, redlining, negotiation, execution, and amendment of:
- Direct material supply agreements
- Indirect material, services and CAPEX related agreements
- MSAs, SOWs, NDAs, amendments, and change orders
- Negotiate complex commercial terms including pricing, rebates, payment terms, warranties, liability caps, indemnification, service levels, intellectual property, termination rights, and remedies
- Partner with Legal to align on risk tolerance and ensure contracts meet corporate legal and commercial standards
- Identify, assess, and mitigate contractual, financial, and operational risks

Capital Expenditure (CAPEX) Procurement

- - Lead procurement support for CAPEX initiatives including equipment, tooling, facilities, automation, and infrastructure projects.
- - Partner with Engineering, Operations, Project Management, and Finance to support sourcing strategies and supplier negotiations.
- - Ensure CAPEX contracts clearly define scope, milestones, acceptance criteria, performance guarantees, and remedies.
- - Ensure alignment with internal approval thresholds, financial controls, and capitalization policies.

SOX & Internal Controls Compliance

- Ensure procurement and contracting activities comply with SOX aligned internal control frameworks
- Enforce compliance with delegation of authority, approval thresholds, and segregation of duties
- Support Internal Audit and audit reviews by providing complete documentation, contract traceability, and control evidence
- Identify procurement related control gaps and support remediation actions

ESG & Responsible Procurement Compliance

- Integrate ESG principles into procurement practices and supplier agreements, including:
- Supplier Codes of Conduct
- Environmental and sustainability requirements
- Ethical labor and human rights standards
- Supplier diversity and inclusion initiatives
- Ensure supplier contracts include appropriate ESG, sustainability, compliance, and audit clauses
- Collaborate with Sustainability, Compliance, and Legal on supplier assessments, audits, and ESG reporting support
- Monitor and manage ESG related risks within the supply base

Regulatory & Procurement Compliance Responsibilities

- Bill S 211 (Forced Labour and Child Labour in Supply Chains)
- Support and execute procurement activities required to comply with Bill S 211, including:
- Supply chain mapping and identification of high risk geographies, commodities, and suppliers
- Risk based supplier due diligence and collection of labor practice self assessments
- Inclusion and enforcement of forced labour and child labour prohibitions in supplier contracts
- Support of supplier monitoring, audits, corrective action plans, and remediation efforts
- Maintenance of documentation and records to support annual reporting and disclosures
- Participation in procurement training related to human rights and forced labour risk identification

Additional Compliance Requirements Supported by Procurement

- Anti Bribery & Corruption (ABC):
 - Support compliance with laws such as FCPA and the UK Bribery Act
 - Conduct third party due diligence and enforce anti corruption contract clauses
- Competition / Antitrust Compliance:

- Ensure fair, transparent, and defensible sourcing and negotiation practices
- Avoid bid rigging, price fixing, or improper supplier coordination
- Trade, Sanctions & Restricted Party Compliance:
 - Support supplier screening and compliance with trade restrictions and sanctions
 - Maintain contractual rights related to sanctions violations
- Data Privacy & Cybersecurity (Supplier Related):
 - Ensure contracts include appropriate data protection, confidentiality, and breach notification terms
 - Support risk assessments for suppliers handling sensitive or regulated data
- Environmental & Product Compliance:
 - Support material and supplier compliance with applicable environmental and product regulations
 - Collect certifications, declarations, and compliance documentation as required

Supplier & Stakeholder Management

- Serve as the senior procurement lead for contractual and commercial negotiations with strategic and critical suppliers
- Act as a trusted advisor to internal stakeholders on contract structures, negotiation strategy, risk trade offs, and compliance implications
- Maintain strong supplier relationships while upholding governance, compliance, and accountability standards

Governance, Standards & Capability Building

- Ensure executed agreements are accurately documented, stored, and managed throughout the contract lifecycle
- Drive continuous improvement of procurement policies, contract templates, negotiation playbooks, and compliance processes
- Mentor and support junior procurement professionals on negotiation best practices, contract interpretation, and compliance awareness

REQUIREMENTS

Required Qualifications

- Bachelor's degree in Business, Supply Chain, Finance, Law, or a related field
- 8+ years of progressive procurement experience, with significant focus on contracts, CAPEX, and compliance
- Strong understanding of SOX aligned controls, procurement governance, and audit requirements
- Experience supporting ESG, responsible sourcing, and supplier due diligence programs
- Proven ability to negotiate complex agreements for direct materials, CAPEX and indirect goods/services

Preferred Qualifications

- Experience partnering closely with Legal and Compliance teams
- Professional certifications such as CPSM, CSCP, CIPS, or equivalent
- Experience in regulated, global, or supply chain intensive environments
- Direct exposure to forced labour, human rights, or supply chain transparency initiatives

Key Competencies

- Advanced negotiation and commercial judgment
- Strong contract redlining and risk assessment capabilities
- Deep understanding of procurement compliance and governance
- Excellent stakeholder communication and influence skills
- High ethical standards and attention to detail

If this opportunity sounds like a good fit for your skills and experience, we'd love to hear from you. Please submit your application through the following [link](#):