

We are looking for the visionaries, the change-makers, and the self-starters who are seeking more from their career. Change begins with the small decisions we make, each day, to support each other, and strive to create inspiring, incredible educational experiences for all students, no matter where they are, or how they learn. In choosing a career with Yorkville University, you will have the opportunity to push boundaries, flex your creativity, and inspire positive change for so many people.

Our core values put the student experience at the center of what we do, reflecting who we are, and aspire to be. If you want to shine a light on academic excellence, be empowered to make an impact on the transformation of the Canadian post-secondary education landscape, and work collaboratively beyond levels, join us.

Who we need

Reporting to the Director, Procurement, we are hiring a Strategic Sourcing and Procurement Manager to support Yorkville University's procurement strategy through proactive supplier sourcing, contract negotiations, and market research. As the new Strategic Sourcing and Procurement Manager, you will identify and evaluate new vendors, lead negotiations for both new contracts and renewals, and analyze market trends to ensure Yorkville secures optimal value, quality, and service. You will build strong relationships with internal stakeholders and external partners, ensuring that all sourcing activities align with institutional goals, policies, and sustainability standards.

This is a full-time role, currently following a hybrid model working both on-site at our downtown Toronto office and remotely.

What's in it for you

Impact and influence. You will play a central role in shaping Yorkville University's evolving procurement function, helping to build processes, strengthen supplier relationships, and introduce new ways of working that add measurable value across the organization. You will be part of a team that is driving meaningful change and has strong support from leadership and stakeholders eager to collaborate and see results.

Breadth and variety. You will gain exposure to a wide range of categories and business functions. As part of a small three person team, you will have the opportunity to work across every area of the university, supporting diverse sourcing needs, from technology and facilities to academic and administrative services.

Career growth and purpose. Whether you come from a larger organization, public sector environment, or a different industry altogether, this role offers the opportunity to apply your procurement expertise in a higher education context. You will have the chance to build, influence, and see the direct results of your work within a collaborative, mission-driven environment. Yorkville University invests in your growth, offering free tuition after one year, right up to our master's programs and giving you the opportunity to continue learning while building a meaningful career in strategic sourcing and procurement.

As our new Strategic Sourcing and Procurement Manager, you will:

- **Lead.** You will manage the end-to-end sourcing process — from identifying business needs to leading competitive solicitations such as RFPs, RFQs, and RFSQs. You will oversee vendor outreach, evaluation, and selection, ensuring that sourcing activities deliver optimal value, quality, and service while aligning with institutional priorities and procurement policies.
- **Negotiate.** You will lead contract negotiations for new suppliers and renewals, ensuring that agreements are fair, transparent, and risk-mitigated. You will develop clear scopes of work (SOW's), performance standards, and pricing structures that support long-term partnerships and institutional sustainability goals.
- **Research.** You will conduct market sounding, supplier benchmarking, and spend analysis to identify new sourcing opportunities and emerging trends. You will maintain a strong understanding of vendor landscapes to proactively recommend solutions that enhance service delivery and cost efficiency.
- **Collaborate.** You will work closely with stakeholders across academic and administrative functions to understand requirements, provide sourcing guidance, and communicate outcomes. You will act as a trusted advisor — translating business needs into sourcing strategies and ensuring transparency and alignment throughout each stage of the process.
- **Implement.** You will support the rollout of new procurement tools and systems, including the supply chain module within the university's ERP platform and contract lifecycle management tools. You will contribute to developing templates, procedures, and best practices that improve efficiency and consistency across the procurement function.
- **Build.** You will help strengthen Yorkville University's procurement framework by cultivating strong supplier relationships, supporting supplier diversity and sustainability initiatives, and driving continuous improvement within a growing, highly engaged team.

You have:

- **The experience.** You bring experience in procurement and strategic sourcing within a complex organization. You have hands-on experience developing and managing competitive solicitations, including RFPs, RFQs, and RFSQs, from initial requirements gathering through evaluation and award. You understand the full sourcing cycle and thrive in environments where strategy, structure, and collaboration intersect.
- **The background.** You hold a bachelor's degree in Business Administration, Supply Chain Management, Finance, or a related field. A professional certification such as SCMP, CPSM, or equivalent is an asset. Experience in the public sector, higher education, or regulated environments is valued, but what matters most is your ability to bring best practices and fresh perspective to a growing procurement function.

- **The analytical and negotiation skills.** You combine strong analytical thinking with confident negotiation and relationship management. You can evaluate bids, analyze spend data, and assess vendor performance to inform decisions. You negotiate with professionalism and integrity, balancing cost efficiency, quality, and risk.
- **The communication and collaboration.** You build trust and credibility with stakeholders across all levels of the organization. You communicate clearly and diplomatically, translating procurement language into actionable insights. You enjoy working closely with others and guiding teams through processes that may be new to them.
- **The organization and ownership.** You are proactive, organized, and detail-oriented, able to manage multiple sourcing projects simultaneously while maintaining accuracy and compliance. You take initiative, follow through on commitments, and bring a continuous improvement mindset to every process.
- **The technical ability.** You are proficient with procurement and data analysis tools, and you are comfortable using Microsoft Office applications. Experience with Microsoft Dynamics 365 or other ERP systems is an asset, as is familiarity with implementing new procurement technologies and tools.

Why work at Yorkville University?

- An atmosphere that successfully blends an entrepreneurial culture with education. We value innovation and continuously look towards expanding our programming, working with the latest research, tools, and solutions. As a private school with government approval of our offerings, we have the opportunity to do more, stay current, and be future-forward.
- The chance to accelerate your career and disrupt education by responding to the needs you see and purposefully challenging the status quo. Everything we do here is about delighting and engaging our employees and ultimately our students from mentorship to teaching, from creative outlets to analytical ones.
- A place where all individuals feel welcomed in the academic and workplace environments, and can bring their authentic selves to the educational and work spheres. We celebrate the full range of human diversity, and we acknowledge that equal access to opportunities and services may require the removal of barriers that equity-seeking communities experience in trying to obtain this access.
- The opportunity to grow with access to free courses, certifications and programs - right up to our Masters' offerings.
- An appreciation for the insights and skills you bring to work with a competitive salary and comprehensive benefits, including a wide breadth of wellness services, and a work-life balance.

Join us

We welcome and appreciate candidates with a range of backgrounds and experiences. If you have 70% of the qualifications we are looking for, express your interest.

What you can expect from our hiring process:

- A virtual interview with a Talent Advisor discussing your interest in the role and the company. The conversation will be recorded using BrightHire, an AI-powered video interview tool. More details will be shared when you are invited to interview.
- An in-person interview with the Director of Procurement and the VP Finance. This is an opportunity to share more about your experience and learn about the strategic priorities of the team and department.
- An in-person meeting with key internal stakeholders, where you will gain deeper insight into how the procurement function partners across the university to support business needs
- A conversation with the Chief Financial Officer to explore Yorkville's culture, values, and leadership approach, and to answer any remaining questions you may have about the role or organization.

Diversity, equity and inclusion are a critical component of life at Yorkville University and Toronto Film School and we are committed to making these values an integral part of our culture. We encourage applications from all qualified applicants, including women, persons with disabilities, Black, Indigenous and People of Colour (BIPOC), people from the Lesbian, Gay, Bisexual, Transgender, Transsexual, Queer, Questioning, Two-Spirit, Intersex, Asexual + (LGBTQ2SIA+) community and other equity-seeking groups.

Yorkville University is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for disability, please notify Human Resources at 1-877-429-4029.

How to Apply

Interested candidates should submit their applications online at

<https://yorkvilleuniversity.applytojob.com/apply/GzFvJOdAym/Strategic-Sourcing-And-Procurement-Manager?source=NISCL>