



Job Description

Procurement and Contract Specialist (18 Month Contract)

Requisition No:	03524
Expected Start Date:	Jun 15, 2026
Posting Start Date:	Apr 29, 2026
Posting End Date:	May 31, 2026
Region:	Administration - All
Full Time:	Yes
Permanent:	No
Location:	Administration Office, London
Period Type:	Hourly
Minimum Salary:	\$33.18
Maximum Salary:	\$44.24
Expected Hires:	1

Career Opportunity

Libro Credit Union is growing!

Join Libro Credit Union as a full-time 18 month contract Procurement and Contract Specialist – London Administration

At Libro Credit Union, every employee and every customer are members. Everything we do is about strengthening financial well-being for a better tomorrow.

As a [Certified B Corporation](#)®, we use business as a force for good. That means:

- Empowering people to live their most fulfilled lives.
- Supporting businesses and communities to thrive.
- Caring for the planet and economic growth through sustainable practices.

Libro invests in our employee's development and career ambitions. We value candidates who are accountable, courageous, inclusive, driven to perform and have a passion for supporting people, local business and communities in strengthening their financial well-being.

We are currently hiring a **full-time 18 month contract Procurement and Contract Specialist** to support our **London Administration** office. This job posting is for an existing vacancy.

The base salary will be determined based on skills, experience, qualifications, education/training and internal equity. Our compensation practices are equitable and transparent, and support progression through the salary range as employees grow in the role.

This experienced specialist position will serve as a key resource for the operational functions of the procurement and vendor management program. The specialist will assist in supporting the review of procurement processes, vendor relationships, and contracts to ensure compliance with regulatory requirements and organizational policies. Additionally, the specialist will collaborate with both internal and external partners to support procurement activities, conduct contract reviews, and manage the vendor life cycle.

This role is eligible for Libro's work from home program, with the expectation of 2 days in office per week, or as required.

The Role:

- Manage and facilitation of procurement process including negotiating, evaluating, and reviewing vendor contracts to ensure alignment with Libro's Third Party Risk Management (TPRM) Policy.
- Support contract owners in the development of vendor relationships with prospective vendors and assist contract owners in maintaining relationships of current vendors through vendor on-boarding and continued communication.
- Support and coach Libro staff on accurate and compliant application of procurement activities according to guidelines and principles.
- Write, edit, and maintain Libro Vendor and Procurement Management Guideline and Procedure, coach staff on accurate and compliant application of procurement activities according to internal processes.
- Support Contract owner in development, implementation, and monitors Service Level Agreements (SLA) and Key Performance Indicators (KPI's) into contract agreements.
- Develop collaborative relationships with internal teams and business segments to identify potential areas for process improvements.
- Manage Vendor Review Process for Material Contracts to ensure regulatory risk and compliance using Libro policies and procedures.

- Coach and advise internal contract owner in adhering to Contract Reviews through establishment of performance, risk, and sustainability rating to determine contract materiality.
- Support Manager, Procurement & Vendor Management in facilitation of contract reviews.
- Maintain electronic databases of all Credit Union contracts utilizing database software.
- Develop quarterly reports to present and deliver to key stakeholders.
- Perform other duties as assigned, including managing, ordering, and organizing supplies for the workroom/Epic Eateries, provide back-up support for various Corporate Services team functions, and supporting the delivery of vendor management training

What We're Looking For:

- Bachelor's degree or diploma with focus in public or business administration, risk management/risk mitigation or equivalent within related field
- Three (3) or more years of procurement experience in vendor management and/or procurement manager or specialist.
- Knowledge of Contract Management practices
- Smartsheet Certified/Licensed or willing to become in first 12 months.
- Certified Professional Public Buyer (CPPB), or Certified Supply Chain Management Professional (CSCMP)
- Legal experience in contract assessment/reviews
- A passion for helping people grow their financial well-being.
- Display Libro's values of Accountability, Courage, High Performance and Inclusive Mindset.

We Offer Total Reward Programs to Set You Up for Success In & Outside of Work:

- Competitive salaries, benefit packages, pension plans, & incentive programs, that value your dedication.
- Generous vacation time.
- Employee wellness program, Employee & Family Assistance Program, fitness club discounts, technology offers, travel and entertainment deals.
- Dedicated staff banking specialists to support strengthening your own financial well-being! Staff accounts and staff rates on products and services.
- We believe in developing internal talent. Unlock your potential with tuition assistance and opportunities for advancement.

If you're passionate about helping your community, interested in being part of a remarkable team, and want to do your part to strengthen financial well-being for a better tomorrow - we want to hear from you!

Libro is committed to fostering a safe, healthy, and inclusive work environment that inspires respect. As an inclusive employer we are committed to providing a fully accessible recruitment process. Email us at careers@libro.ca any time during the recruitment process to let us know what supports you may need to be successful.

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