

Procurement Specialist

Surrey, BC
Corporate – Supply Chain /
Full time - Salary /On-site

Sunrise Farms is a group of companies with primary focus in the poultry industry.

From our hatcheries to our “ready to eat” state of the art cooking facilities we service customers in the retail, food service and industrial sectors. We are proud of our support of the Canadian farm as well as our investment in the latest equipment and technologies at our facilities across Canada. Our test kitchens have the most current cooking equipment replicating that used in commercial establishments, to facilitate precision testing. This way you know the product you receive will perform to your expectations. We are proud of our long-standing partnerships with family-owned Canadian chicken farmers to produce high quality products.

Role:

The Procurement Specialist is responsible for the strategic procurement of commodities, supplies, equipment, and services to be used by the organization. This individual will utilize expert knowledge to develop sourcing strategies to purchase goods and services at the most favorable price for the company, while simultaneously building and maintaining strategic relationships with key suppliers.

Responsibilities:

- Draft and execute category strategies to achieve reduced costs, increased process efficiencies, and improve supplier performance across several categories of spend across both direct and indirect categories.
- Lead all resourcing/new sourcing projects, which include breaking down components to establish target costs, processing RFx for sourcing new domestic and international suppliers.
- Execute the strategic planning for procurement opportunities, sourcing development and evaluation process including bid or proposal solicitation completing all aspects of high value, complex RFx processes.

- Work with internal stakeholders as well as group entities to develop custom/complex contracts, identifying costs associated with risks, developing risk mitigation approaches; in particular, where a potential outsource may be involved.
- Demonstrate a deep knowledge in analysis as it relates to market assessments, the development of evaluation plans, negotiation strategies and contract risk mitigation.
- Review of contracts with a view to negotiate favorable terms and conditions, risk mitigation plan and appropriate pricing mechanisms.
- Take ownership of all data in ERP and other E sourcing and contract management tools.
- Monitoring supplier performance and oversee all supplier issues while working with internal stakeholders.

Requirements:

- College or University education in Supply Chain or Business is highly desirable but not required.
- Minimum of 3 years' experience as a strategic buyer.
- Certification as a CPSM, SCMP or CSCP.
- Demonstrated knowledge of purchasing and contracting techniques and procedures.
- Strong knowledge of internal controls and finance management.
- Excellent people management skills.
- Excellent communication and negotiation skills.
- Thorough knowledge of E sourcing software systems.
- Sound judgment and shrewd decision-making skills.
- Ability to work with little or no supervision.
- Knowledge of accounting and budgetary practices and principles.
- Able to quickly calculate discounts, interest, commissions, proportions, percentages, and volume.

- Considerable knowledge of laws, ordinances, and regulations pertaining to corporate purchasing practices.
- Strong writing skills for creating reports, correspondence, contracts, requests, bids, and other documentation.
- Knowledge of the appropriate tools for grading, analyzing, and assessing materials, equipment, supplies, services, and other commodities.
- Sound analytical thinking, planning, prioritization, and execution skills.

Competencies and Attributes:

- Strong communication skills both spoken and written are required.
- Leadership and Project management skills such as planning, educating, presenting, collaborating, and evaluating to achieve goals.
- Strong problem solving and analytical skills.
- Strong negotiation skills.
- Recognition of the importance of customer service.
- A desire and enthusiasm for excellence.
- An ethical approach to business relationships.