



# Specialist, Strategic Sourcing

## FINANCE – PROCUREMENT

### ABOUT US

With \$295.0 billion of gross assets under management, as of March 31, 2025, British Columbia Investment Management Corporation (BCI) is the provider of investment management services for British Columbia's public sector and one of the largest asset managers in Canada. BCI seeks investment opportunities around the world and across a range of asset classes that convert savings into productive capital. Our investment returns play a significant role in helping our institutional clients build a financially secure future for their beneficiaries.

Headquartered in Victoria, British Columbia, and with teams spanning Vancouver, New York, London, and Mumbai.

BCI integrates environmental, social, and governance (ESG) factors into all investment decisions to meet clients' risk and return requirements. Our people shape employee-focused initiatives, creating a strong culture. To learn more about our culture and values, visit our **BCI Values in Action** page.

**POSTING CLOSE DATE:** March 15, 2026

### THE OPPORTUNITY

Grow with BCI by being a part of our transformation as we roll out the Workday Strategic Sourcing and Finance ERP system, along with business process change management. With Workday Strategic Sourcing newly live, this one-year fixed-term role will play a key part in connecting it to Workday Finance — a foundational integration that will have a significant impact on procurement operations across BCI.

Based in Victoria, BC, the Specialist, Strategic Sourcing collaborates with Technology and partners across BCI to deliver and support enterprise-wide sourcing needs. This fixed-term position provides strong visibility, meaningful contribution, extended benefits, and performance-based incentive eligibility, with relocation support available if needed.

### WHO YOU WILL WORK WITH

The Finance department is part of BCI Operations and is responsible for investment and corporate accounting, valuations, as well as financial statements and financial reporting to our clients. The team also leads BCI's budgeting process, tax structuring and tax compliance, finance client engagement, finance operations, procurement and investment performance and analytics. Working with our internal

business partners, auditors and external advisors, the Finance department strives to be a trusted advisor to our internal and external clients by providing timely, accurate, and relevant financial information and analysis.

Procurement is responsible for the sourcing, contracting, and management of our vendors who provide goods and services in alignment with BCI's values. The branch is divided into three functions; a strategic sourcing function, a vendor and contract management function which applies category management principles to contracting and engagement with our vendors, and an operations function which manages the reporting, records, and the tactical and transactional activities of sourcing and contracting. Together, these teams collaborate with the Financial Planning & Analysis and Corporate Accounting teams to provide a source-to-pay approach across BCI.

### **WHAT YOU BRING**

- Bachelor's degree in Business, Supply Chain, or a related field; equivalent combination of education and experience may be considered
- A minimum of 5 years' experience in supply chain and supplier management
- Experience building collaborative, cross-functional relationships with stakeholders at all levels
- Experience analyzing complex strategic sourcing initiatives, leading requirements gathering, evaluating proposals, and recommending solutions for professional services and technology
- Experience developing and leading a variety of RFX processes, analyzing requirements and writing bid documents including for NRFP, RFP, RFPO, RFI.
- Strong analytical and problem-solving skills with the ability to: a) conduct objective, fact-based analysis and risk assessments; b) recommend solutions; and c) prepare briefing notes or business cases
- Strong organization and planning skills, with the ability to manage changing priorities and meet deadlines

### **Preferred:**

- Formal procurement certification or designation such as NECI, SCMP, or equivalent
- Experience in risk management, business relationship management, contract law, trade agreements, and public procurement policy and practices
- Experience executing sourcing activities using systems such as Workday Strategic Sourcing, Coupa, or Ariba
- Working knowledge of contract language and contract types
- Understanding of project management fundamentals

### **WHAT YOU WILL DO**

- Develops and sustains an understanding of business needs and priorities as a business partner to internal departmental stakeholders
- Coordinates cross-functional teams to support departmental and category sourcing strategies
- Initiates planning and conducts strategic sourcing events, activities, and debriefs

- Collaborates with all Procurement teams to align goals and priorities, develop workflows, ensure smooth hand-offs, support effective communication and information flow, identify continuous improvement opportunities, and coordinate a unified approach to the business
- Researches and engages with suppliers while building marketplace knowledge
- Conducts market research
- Builds and maintains documentation and files
- Develops a sourcing approach toolkit of various RFXs, including related documents, templates, and guides
- Conducts procurement and sourcing workshops and training, including building related materials and guides
- Performs spend analysis and supports planning for and reporting on cost savings and cost avoidance initiatives
- Provides various analyses and reporting such as supplier spend, trends, and performance metrics
- Supports supplier performance measurement and development initiatives
- Develops negotiation strategies and conducts negotiations
- Ensures compliance with legislation, policy, and standards of practice for procurement, sourcing, and contracting, and makes recommendations for additions and changes
- Provides procurement and sourcing education to BCI staff and contractors on procurement and sourcing processes and best practices
- Develops workflows across Strategic Sourcing, Supplier and Contract Management, and Procurement Operations
- Serves as the Senior Manager's delegate as required

## **WHERE YOU WILL WORK**

This role is based in our office in downtown Victoria, BC. Relocation Support is available if needed. We are an in-person collaborative organization with the flexibility to work remotely 1-day a week.

## **SALARY RANGE**

The annualized base salary range for this role is CAD \$103,000 to \$124,000.

BCI offers a competitive total rewards package, including a performance-based incentive plan, comprehensive health & dental benefits, a defined benefit pension plan, and paid time off. We pay our people competitively in the markets in which we operate and with consideration for internal equity and job structure. The base salary will consider factors such as the individual's skill set, experience, and internal equity. We aim for actual pay to be around the market median for expected performance and the upper quartile for excellent performance. Actual salaries may vary based on experience and expertise.

## NEXT STEPS

To apply online, please submit your resume promptly **on our Careers Site**. Applications will be actively reviewed, and those selected for an interview will be contacted. We welcome all qualified candidates who are legally authorized to work in the country where this job is located. If you do not have authorization, or if your work permit has restrictions or is due to expire within 12 months, please inform our recruitment team if shortlisted.

**Apply now:** [https://bci.wd10.myworkdayjobs.com/BCI\\_Careers/job/Victoria-BC/Specialist--Strategic-Sourcing\\_JR101395](https://bci.wd10.myworkdayjobs.com/BCI_Careers/job/Victoria-BC/Specialist--Strategic-Sourcing_JR101395)

At BCI, we value diversity and foster an inclusive culture where all employees can thrive. We are performance and client-focused, valuing integrity, and we want to know you if you share these values. We recognize that some skills can be learned on the job and encourage everyone to apply. If you require accommodations for the recruitment process, such as alternate formats of materials or accessible meeting rooms, please contact us at [hr@bci.ca](mailto:hr@bci.ca).

**To learn more about working with BCI, including our comprehensive benefits packages, our commitment to equity, diversity and inclusion and the recruitment process visit our BCI Careers Page**

*BCI does not accept unsolicited resumes or candidate submissions from third-party recruitment agencies, executive search firms, or staffing suppliers unless they have an existing contractual agreement with our organization. Our approved vendor relationships are established for particular recruitment requirements and do not extend to general job postings on our website or other platforms. Any candidate information or resumes submitted by suppliers not approved by BCI will be deemed unsolicited and will not be reviewed or considered. BCI will not be liable for any fees, commissions, or charges related to unsolicited candidate submissions or recruitment services.*

