



Analyst, Strategic Procurement

Location: Vancouver, BC

Salary: \$64,500 - \$96,500

Our Story & Purpose:

We're Vancity, a member-owned credit union built on the principles of inclusion and social justice. Since 1946, our relentless commitment to these values has helped us challenge the status quo and break down barriers. We've made bold commitments to become net-zero by 2040 across all mortgages and loans, and we're actively pursuing strategies in Indigenous banking and financial resilience for our members.

As the largest private sector Living Wage Employer in Canada, we're proud to be consistently recognized as one of the country's Top Employers. If you're ready to join our team of 2,700 diverse individuals, access competitive rewards and benefits, and be part of a greater movement – apply today!

Your Role in Supporting Our Members:

As the Analyst, Strategic Procurement, you play a key role in strengthening Vancity's procurement excellence. You'll ensure compliance with purchasing policies and procedures, empower business lines with expert guidance, and drive process improvements that enhance efficiency and impact. By optimizing purchasing and contract management systems, you'll help unlock supplier value, reduce risk, and support Vancity's mission to deliver sustainable results for members and communities.

This is a **Full-time, Permanent** role based at our **Vancity head office** and will report directly to the **Senior Manager, Strategic Procurement**. While this position provides a hybrid work arrangement, you will be expected to be on-site for events and business demands.

How You'll Make an Impact:

- Managing day-to-day Procurement operations including elements of invoicing, and purchase order creation, ensuring adherence to the Signing Authority Standard
- Supporting the Senior Manager in developing strategies, systems, and procedures that ensure the operational success and continuous improvement of the Strategic Procurement program
- Advising business partners on financial risks and obligations relating to engaging with third parties
- Collaborating with internal and external stakeholders to identify needs, challenges, and opportunities, translating business requirements into functional technology or process solutions for the department
- Build a working understanding of the risks applicable to a procurement department in a provincially regulated financial institution. Aid in the design, implementation and maintenance of processes and systems which help manage these risks

- Participating in the management and optimization of contract management systems, serving as the primary contact and subject matter expert to resolve conflicts, mitigate risk, and support business lines in renewals and new engagements
- Ensuring the operational success of procurement platforms such as Gatekeeper, ensuring accurate data registries, workflow efficiency, and comprehensive training for internal leaders and external suppliers
- Developing and managing spend analysis and reporting workflows, supporting continuous performance improvement through testing, system enhancements, and supplier engagement
- Contributing to regulatory and compliance reporting on procurement and contract management, including submissions to OSFI, BCFSA, Vancity's Annual Report, and internal governance committees

What You'll Bring to the Team:

- Post-secondary degree or diploma in Business Administration, Supply Chain Management, Finance, or a related field
- 3+ years of progressive experience in procurement, vendor management, contract management, or business analysis
- Working knowledge of procurement operations, financial risk management, and vendor governance
- Experience working with procurement or contract management systems (e.g., Gatekeeper, Coupa, Ariba, Workday)
- Proficiency in business process mapping, data analysis, and workflow design
- Strong interpersonal and communication skills with the ability to influence and train stakeholders at all levels
- Demonstrated ability to work collaboratively across functions (Finance, Risk, Legal, Technology, and Business Operations)
- Experience in a regulated financial institution or understanding of OSFI/BCFSA regulatory environments is an asset

You'll Thrive Here If You Are:

- Detail-oriented – Able to manage complex contract data and ensure accuracy
- Collaborative – Skilled at working across departments and with external partners
- Analytical – Able to interpret business processes and translate them into system solutions
- Proactive – Takes initiative to identify risks and implement improvements
- Communicative – Comfortable training and influencing stakeholders at all levels

We value lived experience, so if you are interested in this role, we encourage you to apply even if you feel your skills don't perfectly align with those listed.

What You'll Earn:

This role offers a salary range of **\$64,500 to \$96,500 per annum**. The base pay offered may vary depending on factors such as relevant qualifications, skills, previous experience, and internal equity. As part of our total rewards package, employees may also be eligible for our annual incentive program, subject to program eligibility requirements.

Why You'll Love Working Here:

A career at Vancity is more than just a job, you're joining a tradition of change-makers who are creating lasting change for our communities. Beyond base pay, we offer a comprehensive total rewards package to ensure our employees are empowered to thrive:

- **Living Wage Employer:** We're the largest private-sector Living Wage Employer in Canada and consistently ranked among Canada's Top Employers
- **Customizable Benefits:** Permanent employees receive flexible benefit packages that can be tailored annually to meet evolving needs
- **Generous Vacation:** New employees start with 3-4 weeks of vacation per year, with additional days earned over time
- **Extra Stat Holidays:** In addition to BC's 11 statutory holidays, we offer 2 extra days, plus care days for personal or family illness
- **Immediate Health Coverage:** Health and dental benefits begin on your hire date, with three levels of coverage to choose from
- **Defined Benefit Pension:** Our retirement plan provides a guaranteed income for life, recognizing that retirement looks different for everyone

Vancity Talent Programs:

Vancity supports an inclusive hiring process for candidates who self-identify as Indigenous, Black, or Trans. With special permission from the BC Human Rights Commissioner, this initiative provides access to career development opportunities, prioritized job screening, and feedback. Any information you choose to share will be stored securely and used only for recruitment and career development connected to this initiative, in line with the BC Personal Information Protection Act (PIPA). For details, please see our dedicated Talent Programs job posting.

We are also committed to an inclusive, barrier-free and accessible recruitment experience for all candidates. If you require any accommodations or support at any stage of the recruitment process (including the application stage), we encourage you to let us know by contacting our Talent Acquisition team at recruitment@vancity.com. We're here to work with you to ensure your needs are met promptly and effectively. All requests will be handled with the utmost respect and confidentiality, so you can participate fully in the process.

To apply, submit your application through this link:

<https://recruiting.ultipro.com/VAN5000VCSCU/JobBoard/a46cbdaa-ca2c-49b6-8d2b-e0ceaafa0e25/Opportunity/OpportunityDetail?opportunityId=31ab6d23-7a0a-4818-a693-e454f6f6152b&sourceId=b89b1493-46f7-45df-b559-af36669dfc17>