

Position: Senior Procurement Specialist

Job Posting No: 2531

Company: Alberta Blue Cross

Location: Edmonton, AB

Date Posted: March 6th, 2020

Closing Date: April 6th, 2020

Applications: This position will remain open until a suitable candidate is selected. If you have the qualifications we are looking for, apply online at careers.ab.bluecross.ca/

Permanent – Full Time

Let's impact lives for the better!

Alberta Blue Cross is Alberta based, not-for-profit and dedicated to delivering exceptional customer experience and community leadership. We're committed to providing the best health coverage to over 1.8 million members and take an active role in promoting the wellness of all Albertans. We believe in what we do—and place trust in our employees to deliver our vision.

Working at Alberta Blue Cross means having a career where you'll be recognized for your contributions. We value diversity, encourage our employees to maintain a healthy work-life balance and provide opportunities for training and career growth.

OVERVIEW:

This position is responsible for leading the strategic procurement of medium to high dollar services, information technology and other assigned portfolio items through contracting where the value, risk and complexity often require multiple bids. The Senior Procurement Specialist will contribute to developing vendor management policies and practices and be responsible for their execution.

The Procurement department provides progressive and proactive procurement services to help business areas achieve their objectives, while striking the appropriate balance between serving customers' business needs and compliance with applicable policies, legislation and contract law. The Senior Procurement Specialist delivers procurement services that add value to Alberta Blue Cross and that enable the achievement of business objectives while demonstrating excellence, fairness, integrity, openness and transparency in all aspects of their work.

The Senior Procurement Specialist will support the Manager, Procurement and Corporate Services in the development and implementation of improved procurement policies, procedures and best practices.

WHAT YOU WILL DO:

- Will manage procurement delivery, stakeholder relationships, and contract and vendor management.
- Provide input and recommendations to determine best practice and procedures on new assignments.
- Lead procurement projects including RFI & RFP processes, vendor selection and negotiations, contracting as well as ongoing vendor management and compliance.
- Supporting policy or process developments.
- Problem solving of complex situations and influence change management.
- Develop strong business relationships and collaborate with these individuals.
- Communicate with all levels within the organization regarding procurement.
- Provide planning, organizational and analytical skills as part of consultations.

WHAT YOU WILL HAVE:

- Professional designation such as SCMP through Supply Chain Canada is **required**.
- Diploma or degree in a business-related discipline such as Economics or Finance is an asset.
- Experience with Coupa Procure-to-Pay would be an asset.
- Currently in a senior level position for minimum of five years.
- Ten years of progressively responsible experience in public/not for profit procurement in an organization of similar size, complexity and diversity. Including RFX development, competitive bidding, negotiating, contract drafting and vendor management.
- A self-starter with courteous and professional demeanor and ability to maintain a positive company image and brand.
- An analytical and strategic thinker who brings forward innovative ideas and process improvements.
- Well-developed written and verbal communication, listening and presentation skills.
- Experience in building strong relationships with all levels of the organization.
- Experience with leading and the delivery of procurement outcomes for a client area.
- Experience with Canadian contract law and contract negotiations.
- Intermediate to advanced computer skills with MS Office suite and other work-related software.
- Ability to respond consistently with a high degree of initiative to resolve issues or complex problems.
- Efficient organization and time-management skills to perform work accurately and thoroughly.
- Ability to prioritize tasks, meet deadlines and work well under pressure.
- Demonstrate strong negotiation and interpersonal skills.

Alberta Blue Cross is an inclusive employer committed to a workplace that reflects the diversity of the communities we serve. We empower and are advocates for our employees by welcoming, respecting and valuing their unique perspectives, backgrounds and experiences.

We offer a competitive salary and benefits package and the opportunity to work in an innovative, high-energy team-focused environment. This position will remain open until a suitable candidate is selected. If you have the qualifications we are looking for, apply online at careers.ab.bluecross.ca/