



SENIOR CATEGORY SPECIALIST

Civeo is a global workforce accommodation specialist that helps people maintain healthy, productive and connected lives while living and working away from home. Our unique approach focuses on guest wellbeing, operational efficiency, community building and a property development mindset - making us a leading provider of accommodation solutions.

Civeo is currently seeking an experienced Senior Category Specialist to join our team; the successful candidate will lead cross-functional internal teams and through a Total Cost of Ownership, ensure that Civeo is an industry leader in that category spend. Management of a defined area of category spend to include preparation and review of RFP's, negotiating, drafting and management of contracts, management of supplier relationships, management of internal stakeholders and identification & delivery of value savings. Located at our Corporate Head Office in Edmonton (3790-98 Street), this position reports directly to the Supply Chain Manager.

Key Responsibilities

- Provide in-depth category knowledge based upon professional qualifications and/or extensive experience in Category Management in the development of Category Plans within span of control.
- Provide advice & expertise and be the internal SME on the spend category including market and category intelligence, influencing the refreshment of Category plans.
- Delivery of annual value savings.
- Build and manage a specialist service delivery for internal stakeholders. Form an operational link between Business Requirements and market capabilities.
- Ensure that there are regular benchmarks of values with relevant stakeholders.
- Manage senior level relationships in category.
- Form Supplier Relationship Management plans for all suppliers and apply Account Management & Governance of suppliers.
- Collate & analyze all supplier performance data and lead all meetings. Manage profile with suppliers.
- Examine and rationalize existing supplier base.
- Act as an escalation point & provide assistance in resolving supplier performance issues.
- Drafting and management of RFP's in a consistent format to ensure new requirements are effectively and accurately communicated to incumbent and potential suppliers. Negotiation of all pricing and terms to ensure that excellent value is demonstrated.
- Interface with all functions as appropriate.
- Evaluate and develop processes, systems, and controls to implement continuous improvements.
- Establish and monitor valid supply contracts for all goods and services in area of personal control. Interface with all functions as appropriate.
- Consolidate where there are multiple contracts per supplier (create Framework contracts).
- Use technology (i.e. e-Sourcing and Contract Management system) to improve the effectiveness of the role.



- Evaluate and develop processes systems and controls to implement continuous improvements.
- Ensure contracts are communicated effectively to internal stakeholders for their efficient usage.
- Ensure compliance with corporate policies & procedures and ensure control processes are in place and adhered.
- Coordinate pre-planning of material requirements with operations.
- Provide effective forecasting and costing.
- Ensure an effective flow of order information from procurement to payment
- Drive improvement in vendor performance relative to quality, delivery and cost.
- Monitor service levels to ensure that performance metrics meet customer requirements.
- Maintain and manage the pricing levels in JDE system as well as the product purchased directly.

Qualifications

- Minimum 8 years of Supply Chain or Category Experience.
- SCMP Designation
- Experience in Service, Hospitality or related industry.
- Experience in the use of JD Edwards or similar ERP Systems.
- Outstanding influential and change Management skills.
- Proven Negotiator.
- Ability to lead projects, prioritize work and resolve issues with minimal assistance.
- Conceptual skills; able to understand the total system flow to resolve issues.
- Strong interpersonal skills and the ability to work under time pressure.
- Computer Literate, including proficiency in Microsoft Office.
- Ability to effectively communicate with all levels of the organization.

To apply, please submit resume online to <http://civeo.com/people-careers/job-opportunities/>

Civeo is committed to the principle of employment equity. We welcome diversity and encourage all who are qualified to express their interest.

21-S05 Senior Category Specialist