

**Location(s):** AER Head Office, Calgary, AB

**Employment Type:** Full Time - Permanent

## Specialist, Supply Chain

### The Opportunity

Our team is growing! Are you looking for an exciting new opportunity in supply chain management? Do you enjoy interacting with various business groups to support their vast procurement needs? Are you a supply chain guru who appreciates the details in a complex contract or sourcing document?

If this sounds like you, we have a great opportunity in our Supply Chain team!

Reporting to the Manager, Supply Chain, the Specialist, Supply Chain the role is responsible for managing the supply chain life cycle (and associated processes) of goods and services through partnership and proactive collaboration with internal and external stakeholders. The role explores possibilities for better business value through strategic sourcing, while ensuring compliance, transparency, and fairness in relation to the vendor community.

### Your Key Responsibilities:

- Responsible for advising and leading internal stakeholders on AER's 'procure to pay' process for spend in assigned categories, with a focus on educating the business on supply chain processes, contract law, trade agreements, contract management, and competitive bidding. As business partners, obtain in-depth understanding of the business needs, regularly communicate with branches, and influence branch views on how to strategically source goods and services and guide branches on the meeting of key performance indicators. Liaise with the vendor community; to assist in understanding AER's business requirements.
- Lead the business through informal and formal public supply chain processes by soliciting bids, quotes, proposals, pre-qualification and requests for information, and engaging with external stakeholders as required. Lead the 'commercial evaluation' process and ensure all processes are managed in an open, fair, and transparent manner.
- Uphold the governance and control framework for the procure to pay process by reviewing all Purchase Orders for appropriate approvals, ensuring appropriate terms and conditions govern the delivery of goods and services, ensure Finance and Legal Reviews on applicable contracts are completed, mitigate risks, achieve cost savings, assist/lead negotiations, and ensure the best value over the contract term.

- Complete administrative tasks such as; purchase order creation, project tracking, value creation tracking, monitoring procurement inbox, addressing audit action items as required, and recommend improvements and best practices to streamline the 'procure to pay' process.

### **Qualifications:**

#### **Minimum Qualifications:**

- Undergraduate degree in a related area such as Supply Chain
- 5 years of related experience in procurement activities including strategic sourcing
- Demonstrable skills in teamwork including negotiating, problem-solving, communicating, and active listening
- Highly organized and capable of multi-tasking

#### **Preferred Qualifications:**

- A Supply Chain Management designation such as Supply Chain Management Professional (SCMP) or Certified Purchasing Professional (CPP) would be an asset
- Knowledge of procurement modules in ERP systems, such as SAP, would be desirable
- A good understanding of contract law would be an asset
- Public sector procurement experience would be an asset

### **Additional Requirements and Information:**

- All applicants must be legally entitled to work in Canada at the time of application.

### **AER Hybrid Work Model Trial**

We understand the way we do our work has changed and our employees are looking for flexibility with a blend of in-office and remote work. Following the work from home orders being lifted, the AER will be trialing a hybrid work model to live, learn and adapt our flexible work arrangements in a way that works for our business and our employees.

#### **What does our hybrid work trial model look like?**

- Combination of in-office and remote work based on your preference and business needs!
- Flexible work hours, while committing to being available during our core hours of 9:00am – 3:00pm

#### **If you choose to participate in the hybrid model, you will:**

- Be provided with an AER computer or laptop when working in the office.

- Need to have access to a personal computer when working from home (unless assigned an AER laptop - dependant on business need).
- Have a high-speed internet connection with a minimum of 50 Mbps for downloads and 30 Mbps for uploads when working remotely.

**SECURITY CLEARANCE REQUIRED INCLUDE:**

- This position will be subject to pre-employment background screening, including a criminal record check and a financial security check.

**Benefits at the AER**

- Defined benefit pension plan(s)
- Personal spending account
- Flexible benefits program
- Work/Life Balance time off programs
- Healthcare spending account
- Voluntary Group Savings Programs
- Employee & Family Assistance Program
- Visit our [careers page](#) for more details on all the AER has to offer!

For Internal Applicants Only

- Under the AER's Classification Framework this position is a SP03 level 5
- In the event a current AER employee would like to apply for an internal posting, the employee will inform their leader prior to submitting their application.
- Please note: Should an individual with the required qualifications not be available, applicants with closely related qualifications may be considered. As a result, the position may be redesigned and/or reclassified.

**Please note, this job advertisement will close June 26, 2022 at midnight.**