

## **Procurement Specialist**

**Job Category:** Procurement & Facilities

**Posting Details:** Full-Time

**Location:** Surrey, BC, CAN

**Now is the time to join our team at Prospera Credit Union and be part of the excitement!**

It's been a monumental year since the members of Prospera Credit Union and Westminster Savings approved the largest merger in Canadian credit union history. On January 1<sup>st</sup>, 2020 we became a merged credit union, Prospera Credit Union, and we are Canada's sixth largest, with more than \$9 billion in assets under management, over 120,000 members, 700 employees and 27 full-service branch locations.

We are currently seeking a **Procurement Specialist** to join our Procurement and Contract Administration Department at the Surrey Corporate Office. Under the direction of the Manager, Procurement and Contracts Administration, the Procurement Specialist is part of a fast moving, service-oriented team, supporting the organization in all areas of procurement, contract management, and lease management. Ultimately, supporting the Manager, Procurement and Contracts Administration, collaborating with internal and external stakeholders to deliver on key projects in procurement to support our business strategy and vision.

### **What you'll do:**

- Negotiate contracts with suppliers to improve service and ensure appropriate supply risk are mitigated and business unit requirements are met.
- Working with the Manager, Procurement and Contracts Administration, develop and maintain procurement processes to ensure efficiency, cost savings, risk mitigation and best practices are adhered to.
- Engage in key procurement projects: researching vendors, products and services and creating go-to-market documents including: Requests for Proposals, Requests for Quotations.
- Review and advise on vendor contracts terms and conditions as directed.
- Prepares contracts using procurement departments standard templates when vendors do not have contracts or strong contracts,
- Confer with business units in identifying business needs, specifications, quantity and quality of merchandise and delivery requirements.
- In the absence of the Manager, Procurement and Contract Administration, work with the Director, Facilities on lease matters.
- Exercises considerable knowledge of contract administration.
- Develops and maintains strong relationships with all business units to have a broad understanding of business issues and their impact on procurement processes

- Support the Manager, Procurement and Contract Administration with budget planning process.
- Support from a procurement perspective a multi-location environment from Vancouver to the Interior of BC.
- Establishes a high personal standard of service and performance by actively participating in other duties assigned, education seminars, and training programs.
- Ultimately responsible for accurate, current and relevant information for department page(s) on the company's intranet.

**What you bring:**

*Education*

- Post-Secondary Education or Diploma in business or related discipline

OR

- Certified Supply Chain Management Professional (SCMP) or similar designation; candidates working towards their designation will be considered

*Experience*

- Four to six years of experience in procurement and contract management

*Competencies*

- Strong understanding of contract management including terms and conditions
- Excellent organizational skills, project management, planning and scheduling required
- Demonstrated experience in writing go to market documents including RFPs, RFIs, EOIs, RFQs while working with subject matter experts
- Hands on proactive approach to vendor management
- Strong communication skills, written and verbal
- Ability to manage multiple initiatives and stakeholders with conflicting deadline and priorities
- Strong understanding of budget processes and planning

**What's in it for you?**

**Inclusive, equitable and accessible workplace:** All team members are valued, respected and heard. We learn from each other's differences, gaining strength through our people and our perspectives.

**Career Advancement!** We are committed to our employee's growth and development and we want to see you soar. There are several career pathing options this position leads to, let us be your springboard.

**Fun & Camaraderie.** We care deeply about our members and our employees and we want the hours you spend with us to be fun, rewarding and sometimes lighthearted. We like to work hard, play hard, have fun and be there for each other.

**Flexibility!** This opportunity includes flexible work arrangements. Whether you work from head office, a branch, your home office or a coffee shop, we want your best work no matter where that is!

**Show me the money!** We offer a competitive salary, a personalized benefits program and a generous defined pension plan.

**Community Focused.** We care about [giving back to the communities](#) we live, work and play in. We participate in many community minded activities throughout the year.

**Grow your dream with us!** Be part of [exciting growth](#) happening now at Prospera. If you are attracted to a community-based, purpose-driven organization, then join us today.

This single opportunity is posted on both legacy organization websites. Please apply on one site.

[www.prospera.ca/Careers](http://www.prospera.ca/Careers)

[www.wscu.com/careers](http://www.wscu.com/careers)