

Vendor & Contract Management Specialist

PROCUREMENT, FINANCE

APPLY VIA LINK: https://bci.wd10.myworkdayjobs.com/en-US/BCI_Careers/job/Vendor---Contract-Management-Specialist_JR100664

Join BCI as a Vendor & Contract Management Specialist in Victoria or Vancouver, BC, and work for one of Canada's largest institutional investors. In this fast-paced role, your attention to detail and adaptability will be essential. You will focus on improving operations, managing vendor relationships, and ensuring efficient contract administration, all while contributing to enhanced value and performance.

THE OPPORTUNITY

The Vendor & Contract Management Specialist plays a vital role in supporting the Procurement team by managing technology contracts across various categories, including staff augmentation, managed services, and more. This key collaborator aids in the development of strategies, the formation of partnerships, and the enhancement of vendor performance. By working closely with stakeholders, the specialist delivers business value and efficiently manages vendor contracts, ensuring the ability to accomplish short and long-term objectives.

Effectively handling sourcing plans and providing proficient vendor and contract management services, the specialist operates on-site in either Victoria or Vancouver.

WHAT YOU BRING

- Bachelor's degree in Business, Supply Chain, or related field with a Technology background
- 5 years of procurement experience in category management, strategic sourcing, and contract management, with at least two years of recent experience managing contracts in the Technology, Data, and Professional Services categories
- Experience in assessing supply sourcing categories for software, staff augmentation, managed services, and vendor business process management
- Familiarity with Source-to-Pay process and developing sourcing strategies
- Excellent analytical and problem-solving skills, communication, and customer-service orientation
- Strong proficiency in MS Office applications (Outlook, Word, Excel, PowerPoint, SharePoint)
- Knowledge of contracting and vendor management for on-premises, cloud, subscriptions, and services
- Professional certifications like SCMP are an asset

WHO YOU WILL WORK WITH

The Procurement team, part of BCI's Finance department, manages BCI's contract and vendor lifecycles, overseeing cost and vendor management and supporting departments in planning, sourcing, selecting, managing, and negotiating various goods and services.

WHAT YOU GET TO DO

- Engage with stakeholders to identify and capture sourcing and contracting needs for Technology categories
- Collaborate or lead as the commercial subject matter expert on contracting activities
- Contribute to vendor and contract management processes, procedures, and tools
- Proactively identify risks and propose mitigation strategies
- Execute sourcing and contracting activities ethically and efficiently
- Monitor and track cost savings, cost avoidance, and other benefits from contract management activities
- Develop and maintain vendor profiles throughout contract life cycle
- Collaborate with stakeholders to manage vendor performance
- Develop and deliver briefs and presentations across the organization
- Perform contract administration aligned with Technology vendor management and corporate procurement procedures
- Identify, assess, and recommend process improvement activities

WHERE YOU WILL WORK

- Work from our downtown Victoria or Vancouver office; relocation support is available if needed

SALARY RANGE

BCI offers a competitive total rewards package which includes a performance-based incentive plan, comprehensive health & dental benefits, a defined benefit pension plan and paid time off.

The annualized base salary range for this Victoria or Vancouver-based role is **CAD \$100,000 to \$120,000**.

The base salary offered to the successful candidate will consider a wide array of factors including but not limited to the individual's skill set, level of experience applicable to the role they are being offered and consideration to internal equity.

We pay our people competitively in the markets in which we compete for talent and with consideration to internal equity and job structure. We aim for actual pay to be around the median of the market for target or expected levels of performance, and around the upper quartile of the market for excellent performance.

Actual salaries may vary and may be above or below the range based on various factors, including, but not limited to, experience and expertise.

WHY APPLY TO JOIN BCI

With our values as our anchor, it's our people that help shape employee-focused initiatives and who create the environment we work in each day – all of which further strengthens our culture. BCI has been recognized as one of **Canada's Top 100 Employers – for the fifth consecutive year** - and has built programs and benefits to support all our employees, including;

- Extended health and dental coverage, start on your first day of work. We have you covered!
- Our telehealth provider **Dialogue** connects you and your family to virtual healthcare appointments.
- Eligibility to the defined benefit **BC Public Service Pension Plan** providing you with a secure retirement income.
- Time off includes: 20 days vacation, 6 paid sick days, 6 paid personal days, and 2 paid days for volunteering – to support physical, mental, and community health.
- Four days in office, with the option to work from home once a week, promoting both a collaborative work culture and a healthy work-life balance.
- Annual wellness allowance to support an active lifestyle as well as physical well-being when working at home.
- On-going learning through our in-house mentoring program, professional dues support, tuition reimbursement and online and in-house learning.
- Relocation support is available if a move to one of BCI's locations is required

At BCI, we value diversity and believe in fostering an inclusive culture where all employees can be successful.

We are performance and client focused and value integrity; if you share these values, we want to know you.

We recognize that some skills can be learned on the job and encourage all to apply.

If you require an accommodation for the recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations), contact us at hr@bci.ca.

We would like to hear from you!

About BCI

British Columbia Investment Management Corporation (BCI) offers an exceptional opportunity to work at a world-class organization while living in a west coast setting. With \$250.4 billion of gross assets under management, BCI is the provider of investment management services to British Columbia's public sector. We invest globally across a range of asset classes and strategies in public and private markets.

BCI generates the investment returns that help our British Columbian public sector clients build financially secure futures.