

APPLY NOW

Procurement Advisor

Destination Canada

Full Time | Hybrid | Term (Maternity Leave) | Vancouver, BC

Department: Procurement **Language:** English Essential

Salary Range: \$80,213 - \$100,267

Posting Close Date: August 28, 2026

This position is expected to be a 14-month term, with the possibility of extension up to a maximum of 20 months, depending on the duration of the maternity leave.

About Destination Canada

Tourism is the heartbeat of communities from coast to coast to coast. At Destination Canada, our aspiration for the tourism industry is to generate wealth and wellbeing for all of Canada and enrich the lives of our guests. Our mission is to influence supply and build demand for the benefit of locals, communities and visitors through leading research, alignment with public and private sectors, and marketing Canada nationally and abroad.

About the Role

We are seeking an experienced and collaborative Procurement Advisor to support procurement and contracting activities across Destination Canada. In this position, you'll have the important role of partnering with teams across the organization to provide trusted procurement advice and guide complex procurements from early planning and sourcing strategy through competitive solicitation, evaluation, negotiation, contract execution and administration.

Working closely with internal clients, you'll develop customized procurement strategies, help navigate complex contracting matters, and support effective contract and supplier management. You'll also bring a continuous improvement mindset, identifying opportunities to strengthen procurement practices, processes and tools, including exploring thoughtful ways to use AI, automation and other technologies.

Key Accountabilities

- **Procurement Delivery:** Leads complex and high-value procurement and contracting processes throughout the procurement lifecycle.
- **Competitive Solicitations:** Develops and manages competitive procurement processes, including NRFPs, RFSQs, RFQs and other approaches, ensuring fairness, transparency and compliance.
- **Procurement Advice:** Provides trusted advice and recommendations to internal clients and management on procurement strategies, sourcing approaches, evaluation methodologies and contracting considerations.
- **Solicitation Development:** Works with internal clients to translate business requirements into effective procurement strategies, scopes of work, evaluation criteria, pricing structures and solicitation documents.

- **Evaluation and Negotiation:** Guides evaluation processes and leads commercial and contractual negotiations with suppliers.
- **Contract and Supplier Management:** Supports effective contract administration and supplier performance management.
- **Continuous Improvement:** Identifies and implements practical improvements to procurement procedures, processes, templates, tools and ways of working.
- **Technology and Innovation:** Leverages AI, automation, and other technologies to improve procurement research, analysis, documentation and workflows.
- **Collaboration:** Builds productive relationships with internal clients, suppliers and cross-functional partners.

What You Need

- Graduation from a recognized university in business, commerce, supply chain management, procurement, law or another relevant discipline, or an acceptable combination of education, training and experience.
- At least five years of progressively responsible procurement experience, including demonstrated experience independently leading high-value and/or highly complex competitive procurement processes.
- Demonstrated experience developing and leading competitive solicitation processes, including NRFPs, RFSQs, RFQs and other competitive sourcing approaches.
- Ability to assess business requirements, procurement complexity and risk and develop appropriate sourcing strategies, scopes of work, evaluation methodologies, pricing structures and solicitation documents.
- Demonstrated experience facilitating complex evaluations and negotiating commercial and contractual terms.
- Thorough knowledge of competitive procurement principles and practices, including fairness and transparency, contract administration, supplier management, risk management and procurement governance.
- Ability to provide clear and practical procurement advice and work collaboratively with internal clients and multidisciplinary teams.
- Ability to effectively leverage enterprise procurement systems, data, AI, automation and other emerging technologies.
- Ability to identify opportunities to simplify or strengthen procurement practices and implement practical improvements.
- Ability to independently manage multiple procurement processes and competing priorities with sound judgement and attention to detail.

It Would Be Great If You Also Had

- Public procurement experience in a public-sector environment.
- Federal or provincial/territorial Crown corporation procurement experience.
- Professional procurement education or designation, such as SCMP or another recognized procurement or supply chain credential, completed or in progress.
- Procurement transformation or technology experience, including experience applying AI, automation, analytics or other digital tools.

Compensation & Benefits

Salary range: \$80,213 - \$100,267. Starting salaries for new hires typically fall between the minimum and mid-point of the range.

- Extended health and dental benefits
- A defined contribution pension plan
- A minimum of 3 weeks' vacation
- 5 paid days for personal and family needs each year
- 1 paid wellbeing day per year
- Generous maternity and parental leave top-up
- An employee and family assistance program
- Flexible working options, including a hybrid model and compressed workweek
- Support towards professional growth with learning and development opportunities

Things You Should Know

- This role follows a hybrid work arrangement, where work is performed onsite at least 3 days per week.
- This is a maternity cover, with a fixed end date.
- This is a unionized role.

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