

# Procurement & Contract Specialist

## LEGAL AFFAIRS – PROCUREMENT

### DEPARTMENT DESCRIPTION

The Legal Affairs department provides legal guidance to the Board, management, and all departments within BCI. They provide legal advice and support for transactional, investment and operational activities, advise on contractual, legal and regulatory requirements and issues, provide procurement services, and manage corporate entities and records.

### POSITION DESCRIPTION

Reporting to Manager, Procurement Services, the Procurement & Contract Specialist is responsible for overseeing the coordination of BCI's contract and vendor management lifecycles. The Specialist leads the process of retaining consulting firms, contractors, consultants, and agency workers ("independent contractors"). This position provides high-quality advice and support to all departments to assist with planning, sourcing, selection, negotiation, and managing contracts at BCI. The role also is responsible for monitoring and reporting on commercial activities related to BCI contracts to ensure consistency with contract terms and conditions, including vendor performance evaluations, progress reviews, change implementation, progress payment verifications, claims assessment and reporting.

### QUALIFICATIONS

#### *Must have:*

- Bachelor's degree in Business, Supply Chain, or related field; equivalent combination of education and experience may be considered
- A minimum of 3 years' experience in supply chain and vendor management
- Experience in the full procurement life cycle
- Experience analyzing complex supply chain management issues, evaluating options, and recommending solutions
- Strong analytical and problem-solving skills
- Strong organization and planning skills, including the ability to manage changing priorities and meet deadlines

#### *Preferred:*

- Formal procurement certification such as NECI, SCMA, or other equivalents
- Working towards SCMP designation
- Experience with any of the following: procurement document and policy development, risk management, conflict resolution and business relationship management, contract law, trade agreements, public procurement policy, Government procurement practices
- Working with and managing a complex variety of vendors against performance

**PRIMARY RESPONSIBILITIES**

- Supports the administration of procurement at BCI, including preparing solicitation documents, issuing tenders and addendums, attending meetings, drafting award letters and scheduling debriefs
- Prepares contract management documentation such as formal notices, letters, changes, claims, and reports
- Highlights contractual risks and works with key stakeholders to support the management of identified risks (e.g., risk mitigation planning, risk reporting)
- Provides materials for monthly meetings with senior leadership related to commercial contract activities, contractual risk, and vendor performance, as required.
- Identifies opportunities for strategic procurement and new/emerging procurement initiatives (e.g. Cloud IT services, alternative service delivery, pre-qualified vendor lists), evaluates options and makes formal recommendations to managers, directors and executives
- Supports the Procurement team with developing contract strategies, including sourcing, negotiation, award, contract management and contract close-out
- Ensures compliance with legislation, policy, and standards of practice for procurement and contract management and makes recommendations for additions and changes
- Supports vendor management activities, including but not limited to conducting quarterly review meetings and collecting data on vendor performance

**SHARED RESPONSIBILITIES**

- Provides procurement and contracting education to BCI staff and contractors on procurement and contracting processes and best practices
- Prepares contract amendments to ensure effectiveness of contractual change management and assess financial implications
- Reviews BCI contracts (e.g., Statements of Work, Limited-Service Agreements, General Service Agreements)

**APPLY HERE:** [https://bci.wd10.myworkdayjobs.com/en-US/BCI\\_Careers/job/Procurement---Contract-Specialist\\_JR100299](https://bci.wd10.myworkdayjobs.com/en-US/BCI_Careers/job/Procurement---Contract-Specialist_JR100299)

**COMPETENCIES****Organization & Planning**

Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient. They manage their time wisely and effectively prioritize multiple competing tasks. They follow through on tasks to ensure changes in technology are communicated effectively.

### **Results Orientation**

Effective performers maintain appropriate focus on outcomes and accomplishments. They are motivated by achievement and persist until the goal is reached. They convey a sense of urgency to make things happen. They respect the need to balance short- and long-term goals. They are driven by a need for closure.

### **Communicativeness**

Effective performers clearly and articulately convey technical and other information both orally and in writing to others in a manner appropriate to the listener. They write clearly, accurately and concisely, composing project, technical and other required documentation as required.

### **Relationship Building**

Effective performers establish and proactively maintain a broad network of relationships (e.g. colleagues, co-workers, vendors, suppliers, etc.). They value these relationships and work effectively across the organization by maintaining positive working relationships with peers and others.

### **High Standards**

Effective performers establish and model standards that guarantee exceptional quality. They continually seek to improve processes and products and hold staff accountable for quality. They find best practices, share them, and then improve upon them.