



Job title: **Category Manager**
Job ID: 20230203
Location: Greater Vancouver
Full/Part Time: Full-time
Regular/Temporary: Regular

Marketing Statement

A career at TransLink and our family of companies means working with people with a wide range of skills and perspectives, all teaming up towards a common goal: preserving and enhancing the region's world-envied quality of life. Together, we connect the region and enhance its livability by providing a sustainable transit and transportation network, embraced by our communities and people.

At TransLink we are dedicated to building a workforce that reflects the diversity of the communities in which we live. We're committed to fostering an inclusive, equitable and accessible workplace, recognizing the unique value and skills every individual brings.

Looking for a great place to work where your contributions are valued and you can make a difference in a vibrant city? At TransLink, one of BC's Top Employers, you'll help make Metro Vancouver a better place to live, built on transportation excellence. Put your future in motion!

Responsibilities

PRIMARY PURPOSE:

Performs Category Management and manages tactical procurement for an assigned category. Develops and implements processes and procedures for sourcing and procurement within category and negotiates, manages, monitors contracts for compliance, supplier optimization, commercial terms, improvements, modifications or renewal.

KEY ACCOUNTABILITIES:

Manages major capital procurement and development and implementation of category-specific strategies, including in-depth market analysis, best-practice review, demand-pattern analysis and development of requirements for high-risk complex commercial transactions. Oversees competitive solicitation process (requirements gathering, procurement strategy, negotiation, and implementation) for procurement activities within the assigned category.



Develops and implements processes and procedures for sourcing and procurement within category. Works collaboratively with internal customers to develop policies that support the overall category strategy.

Manages supplier and stakeholder relationships and acts as interface between internal clients, projects and suppliers. Collaborates with suppliers to analyze and develop marketplace capabilities. Provides senior technical category expertise to leaders across TransLink to help identify business requirements and improvement opportunities for assigned category, including changes to the business relationship model (i.e. outsource, in-source, co-op, etc.). Advises senior leaders on the implementation of associated changes.

Negotiates and signs off on new contracts. Manages and monitors existing contracts for compliance, supplier optimization, commercial terms, improvements, modifications or renewal. Ensures that internal customer' project/supply needs are met, taking corrective action where necessary.

Manages category performance by establishing performance measures (e.g. annual cost improvement targets, savings results, contract and supplier performance, efficiency gains, leakage "spend tracks" etc.) analyzing and reporting on results, and managing any modifications to the portfolio. Conducts periodic Business Partner reviews, addressing both performance metrics and continuous improvement activities while actively soliciting internal customers and procurement staff for feedback.

Researches and benchmarks industry best-practices and presents marketplace findings to support the management of the overall category strategy.

Conducts category strategy peer review meetings and acts as subject matter expert on the assigned category.

Performs all staff management functions such as selection, training, performance management, coaching and development. Leads cross-functional teams in sourcing and procurement initiatives and projects.



Qualifications

EDUCATION AND EXPERIENCE:

The requirements for this position are acquired through completion of a Bachelor's Degree in Business or a related field plus seven (7) years of progressive experience in a hybrid or complex procurement and /or supply organization including three (3) years within Category Management.

OTHER REQUIREMENTS:

Advanced knowledge of concepts and principles of project and vendor management along with supply chain

Strong knowledge of category management, strategic sourcing, including advanced market knowledge of assigned category and business case development

Strong knowledge of private and public-sector best practices in procurement including laws of competitive bidding along with procurement concepts, practices and all phases of procurement process from planning to implementation.

Strong interpersonal skills and the ability to participate in and/or lead cross-functional, cross-entity teams.

Strong skills in creatively structuring commercial solicitations and relationship designs to meet the diverse organization needs and market conditions

Advanced level of business acumen (including financial analysis, accounting, mathematical and problem-solving skills)

Advanced written and oral communication skills, including strong ability to negotiate, facilitate and deliver presentations. Strong ability to exercise diplomacy and tact and to build consensus.

Strong leadership, coaching, mentoring and management ability



Sound planning, organization, and time management skills

Industry designation (e.g. SCMP, CSCP, CIPS or P.Log) is an asset

Other Information

Experience in one or more of the following categories would be considered an asset:

Construction

Maintenance, repair, and operations (MRO)

Fleet

Business technology

Professional and technical services, or

Energy

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

Work Schedule

37.5 hours per week.

Work Designation

Hybrid



This position offers the flexibility of working both on-site and remotely within B.C.

Rate of Pay

Salary: \$107,822- \$134,777 per annum (Actual salary offered will be commensurate with education, experience and internal parity).

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

How to Apply

Please visit our [Career Page](#) to apply for this position.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line.

Please note that only those short listed will be contacted.

Having trouble applying? Please view the [System Requirements & FAQ's page](#).

If you have questions, please connect with us at jobs@translink.ca.

Equal Employment Opportunity

TransLink is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to [equity, diversity and inclusion](#).

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at jobs@translink.ca.