



Job title: **Strategic Sourcing Coordinator**
Job ID: 20220595
Location: Sapperton
Full/Part Time: Full-time
Regular/Temporary: Regular

Division

Strategic Sourcing

Department

Strategic Sourcing Support

Union Affiliation

MoveUP

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

Performs administrative duties for and within department business applications & strategic sourcing systems. Maintains quality assurance processes to ensure data hygiene in all master data (vendor master, item master) across all department business applications. Provides information and training to employees and external stakeholders (vendors, Consortiums, Fees Agencies as requested etc.). Liaising with Financial systems team, risk & legal as & when applicable. Performs administrative duties for Corporate Purchasing Card Program. Provides input on improvement of department policies, processes and procedure to reporting manager, and coordinating communications around changes and updates to the department. Maintains department documentation, such as user manuals, policies, forms, templates, process and procedure guides and other supporting documentation.



Qualifications

EDUCATION

Grade 12 graduation plus a one (1) year certificate program from a recognized institute of technology including courses in strategic sourcing, business administration, and supply chain. Advanced spreadsheet and word processing plus knowledge of related terminology required.

EXPERIENCE

Requires a minimum of two (2) years experience in a Strategic Sourcing related position, where a familiarity with related terminology, policies, procedures and processes has been acquired and involving external contacts. Such experience will include the practical application of Microsoft office suite. Requires up to six (6) months in the position to become familiar with TransLink's policies, procedures, suppliers and various contract requirements.

Other Information

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.

COVID-19 Safety Vaccination Policy

To support public health, and protect the health and safety of our employees, customers, and their families, TransLink employees will be required to be fully vaccinated against COVID-19 and will need to provide proof of full vaccination status in compliance with the employer's COVID-19 Safety Vaccination Policy.

Accommodations may be applicable under the BC Human Rights Code. Should an applicant be unable to provide proof of full vaccination and should an accommodation be requested, additional information will be required to determine whether the individual is entitled to be accommodated.

Work Schedule

37.5 hours per week.

Work Designation

Remote – This positions offers the ability to work predominately in a remote capacity within B.C. The business will request onsite presence at times for operational reasons.

Rate of Pay

Salary starting from \$4,966 per month.

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

Visit our [Career Site](#) and apply through our job portal.

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

Posting Date: July 22, 2022

Closing Date: Until Filled

Please note that only those short listed will be contacted.

Having issues applying? Review our [System Requirements and Support](#) or email jobs@translink.ca for assistance.

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills and perspectives.

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.