



## **Sourcing Specialist – Canada Life**

**Location: Winnipeg, MB**

**Permanent Full Time: 37.5 hours per week**

### **Our Story**

We are proud to announce that Canada Life will become our company brand under which our three companies service – Great West Life, London Life, and Canada Life.

Together, Great-West Life, London Life and Canada Life have been in the business of keeping promises for over a century. The new Canada Life brand combines the strengths of all three – so we can better deliver on our purpose: To improve the financial, physical and mental well-being of Canadians.

We are excited about this journey. To find out more about our story, [click here](#)

### **Role Description**

Expand your horizons and join a dynamic team of strategic sourcing specialists who manage and oversee a wide array of product and service categories on behalf of Canada Life.

By leveraging our leading-edge technology and applying your business acumen you will provide valuable insights to support process improvement and enhance customer service across our organization.

This role is demanding as you will be required to learn about new solutions on a regular basis, stay abreast of current industry trends and become a subject matter expert on supplier risk management.

### **Accountabilities:**

- **Data Analysis:** Ability to develop dynamic financial models to analyze the financial impact across numerous scenarios.
- **Competitive Document Development:** Develop Request for Proposal (RFP), Request for Information (RFI) and Request for Quotation (RFQ) for Services and Commodities (Technology and non-technology) including associated documents. This function also encompasses assessing the request, identifying the appropriate competitive process and developing the timeline to meet the internal Clients completion date.
- **Contract Development and Supplier Negotiations:** negotiating all terms, conditions and pricing with all short listed suppliers as well as the successful supplier to achieve the most advantageous agreement; coordinating the finalization of agreements for each company which encompasses all negotiated terms and conditions and meets the appropriate internal Legal Counsel approvals.
- **Opportunity Development:** determining purchase versus lease opportunities, savings opportunities, implementing strategic sourcing and balancing the need for national contracts versus local community support.
- **Leadership:** providing guidance and direction to departmental staff, clients and stakeholders for the development of RFI/RFQ/RFP and agreement documents, negotiations and supplier risk management.
- **Administration:** Track and report timelines and phases for project activities.

### **Qualifications and Competencies:**

- Completion of a post-secondary degree with emphasis on supply chain and procurement, SCMP designation, or equivalent; a combination of education and work experience will be considered.
- Minimum of 4 years of experience in a similar environment.
- Experience in Operations, Transportation, Facilities Management and/or Construction also considered an asset.
- Strong organizational and time management skills with the ability to handle a heavy workload, multiple tasks and changing priorities.
- Strong analytical, problem solving and decision making skills.
- Strong oral and written communication skills.
- Strong working knowledge of MS Word, Excel and Outlook.
- SAP an asset.

**Discover your opportunity... Apply directly at:**

<https://gwlcareers-greatwestlife.icims.com/jobs/18259/sourcing-specialist/job>

Great-West Life offers competitive compensation, great benefits such as medical, dental, life insurance, wellness account and personal days not to mention onsite cafeteria and fitness in our head office facilities. If you'd like to join our team submit your information online and introduce yourself.

*Together Great-West Life, London Life and Canada Life serve the financial security needs of more than 13 million people across Canada, with additional operations in Europe and the United States. As members of the Power Financial Corporation group of companies, we're one of Canada's leading insurers with interests in life insurance, health insurance, investment and retirement savings. We offer a broad portfolio of financial and benefit plan solutions for individuals, families, businesses and organizations.*

*We are committed to providing an inclusive, accessible environment, where all employees and customers feel valued, respected and supported. We are dedicated to building a workforce that reflects the diversity of the communities in which we live, and to creating an environment where every employee has the opportunity to reach their potential.*

***Great-West Lifeco would like to thank all applicants, however only those who qualify for an interview will be contacted.***