



## **Contracts and Procurement Specialist III**

### **Who are we?**

Founded in 1924, Irving Oil is a family-owned company with operations throughout Eastern Canada, New England and Ireland with a focus on providing exceptional service and high-quality products to our customers. Every day, we strive to put our good energy in action to bring families together, support the environment and local wildlife, and to create learning opportunities that empower the next generation.

### **Here's what you can expect from us**

When you're a part of our team, you'll see how we bring good energy to our business and our employees. Together, we will support our corporate strategy, high standards and the communities where we live and work. Our collaborative approach, commitment to diversity and inclusion along with our safety-first culture helps reinforce our internal brand position where People Matter. That's why we're dedicated to the development of our employees, so that they can reach their career goals.

### **What you can expect in a typical day**

As an Irving Oil Contracts & Procurement Specialist, you will have responsibility and accountability for Strategic Sourcing and Supplier Relationship Management within the chemicals & catalyst category. This is an exciting opportunity for an experienced individual to ensure that the supply plan for chemicals & catalysts is optimized across Irving Oil.

### **What you'll need to succeed**

- Understand and align markets, strategies, priorities and plans
- Understand and advise category specialists and business customers on changes in markets
- Identify external and internal stakeholders and their requirements and engage appropriately in activities
- Analyze price behavior and forecast prices
- Develops and implements category sourcing strategies utilizing best practices
- Manage the strategic sourcing process (RFIs, RFPs, contracting)
- Develops and leads negotiation strategies
- Encourage, support and communicate the knowledge of contract laws and management
- Manage contracts and supplier relationships
- Facilitate internal Total Cost of Ownership reduction initiatives and identify savings opportunities
- Identify and implement supplier consolidation and optimization strategies across business functions
- Assist with mentoring / learning / coaching with junior and intermediate members of the team
- Build and develop supplier relationships that will add value to the business
- Implement supply management methodologies, processes, policies and procedures
- Support and implement change management process and use change management tools & strategies at peer level
- Engage with business customers to monitor and resolve any issues with the supplier delivering the defined scope of services or supply of goods
- Able to quickly identify critical aspects of issues, creatively use data sources, structure complex analyses, develop recommendations and sell to stakeholders

### **Professional skills**

- Strong ability to work as part of a team, network, and build relationships
- Strong interpersonal, organizational, and communication skills
- Strong contract drafting skills and knowledge of contract law
- Strong negotiation, influencing, and persuasion skills

- Strong analytical, problem solving, and cost modeling skills
- Ability to evaluate and mitigate commercial risks
- Ability to manage multiple priorities is critical
- Experience with best practice analytics
- Professional demeanor and presentation

### **Travel**

- Some local travel may be a requirement for this role – less than 25%

### **Education and experience**

- Post-secondary education in business or equivalent experience
- Legal background is an asset
- 10 years of experience in Supply Chain Management
- Supply Chain Management Professional (SCMP) designation or other similar designation a definite asset
- Experience working in the oil and gas industry is an asset
- Good knowledge of MS Office: Word, Excel, PowerPoint

**Irving Oil supports a diverse and inclusive work environment and welcomes applications from all qualified applicants.**