

## **Procurement Analyst**

- Be part of a group that is safety driven and values inclusion
- Join our global leading business offering outstanding personal development & global career opportunities
- Permanent employment which includes a huge range of additional benefits
- Based out of the Yellowknife Corporate Office

### **About the role**

#### **All progress begins with pioneers. At Rio Tinto, it begins with you.**

We are looking for a Procurement Analyst to join our Diavik Procurement Team. You will be responsible for the development of the category strategies as well as the execution of the strategies. The objectives of this role will be to update and adjust the category strategy, execute contract management and create a strong supplier relationship management system.

This role is a great opportunity for a Procurement professional to develop and execute sourcing projects, which contribute to the delivery of commercially favorable contracts and deliver optimal value to the Rio Tinto organization and its partner.

In addition to paying competitively and providing great benefits packages, we want you to live the lifestyle that is right for you and your family. And because of our size and scale, there are many opportunities to learn, grow and do more than you ever thought possible. Every hour of every shift, your safety and wellbeing is our number one priority. We do the work only if it is safe, and we invest to make sure every member of the team has the quality tools they need to do their job.

Reporting to the Senior Sourcing Specialist located in Yellowknife, NT. You will be responsible for:

- Owning the development and implementation of a comprehensive category management strategy and the development of commercial pricing agreements to minimize total cost and maximize value that will drive competitive advantage and meet Rio Tinto governance requirements;
- Generate a rigorous fact base development based on internal requirements and transactional efficiencies that will be basis of the category strategy and sourcing program. Systematizing the analytical process through developing and maintaining customized supplier databases and risk management tools;
- Prepare and issue and evaluate Request for Quotation to approved suppliers. Negotiate with suppliers to ensure best prices, delivery times, and quality;
- Pull and analyse relevant data to prepare reports on spend, cost, productivity or other as required;
- Monitor supplier performance through scorecards and develop improvement strategies;
- Put in place a strong supplier relationship management structure to strengthen partnership and value creation on both sides.

## **What you'll bring**

- A commitment to the safety of yourself and your team;
- Supply Chain Management Professional (SCMP) designation or equivalent, Supply Chain Diploma or equivalent from an accredited institution;
- Minimum 2 years' previous experience in supply chain management, procurement, contract management and administration;
- Good computer skills with a thorough knowledge of Microsoft Office and Power BI;
- Experience working in SAP is considered an asset;
- Strong analytical experience
- Strong project management, problem solving and customer/supplier relationship management skills;
- Ability to achieve outcomes through partnership, collaboration and positive influence;
- Highly organized, systematic and detail oriented
- Strong analytical capability;
- Easiness to manage Stakeholder across diversified networks
- Ability to communicate succinctly verbally and in written form with both internal and external stakeholders;
- An ability to work unsupervised and be a self-starter.

Northern residency and experience working in a cross-cultural environment, coupled with knowledge of the unique challenges and opportunities presented to those living in the North, are assets. Hiring priority will be given to qualified applicants who are beneficiaries of the DDMI Participation Agreement Groups and to qualified applicants residing in the Northwest Territories and Nunavut Territories. Members must clearly identify their status on the online job application and resume if they wish to receive priority consideration.

## **What we offer**

Be recognized for your contribution, your thinking and your hard work, and go home knowing you've helped the world progress.

- A work environment where safety is always the number one priority
- Career development to further your technical or leadership ambitions
- A competitive compensation
- Ongoing access to family-friendly health and medical programs, pension and savings plans
- Attractive share ownership plan
- Leave for all of life's reasons (vacation/annual, paid parental, sick leave)

## **About Rio Tinto**

Every idea, every innovation, every little thing the world calls 'progress' begins with a first step, and someone willing to take it: explorers, inventors, entrepreneurs. Pioneers.

For nearly 150 years, Rio Tinto has been a company of pioneers – generations of people spanning the globe, all with the grit and vision to produce materials essential to human progress.

Our iron ore has shaped skylines from Shanghai to Sydney. Our aluminium – the world’s first to be certified “responsible” – helps planes fly and makes cars lighter. Our copper helps wind turbines power cities and our boron helps feed the world, and explore the universe. Our diamonds help us celebrate the best parts of life.

### **Where you’ll be working**

Located in the Northwest Territories of Canada, the Diavik Diamond Mine is a producer of gem-quality diamonds. At Diavik, a strong focus is placed on protecting the local environment, as well as supporting communities through employment and education.

### **Every Voice Matters**

We are committed to an inclusive environment where people feel comfortable to be themselves. We want our people to feel that all voices are heard, all cultures respected and that a variety of perspectives are not only welcome – they are essential to our success. We treat each other fairly and with dignity regardless of race, gender, nationality, ethnic origin, religion, age, sexual orientation or anything else that makes us different.

At Rio Tinto, we particularly welcome and encourage applications from Indigenous Peoples, women, the LGBTQIA2 community, mature workers, people with disabilities and people from different cultural backgrounds.