

If interested, please send your resume to careers@holtrenfrew.com.

Holt Renfrew – Procurement Analyst

Holt Renfrew offers you an inspiring, fashion-driven environment with opportunities to learn and grow. From our incredible partnerships with iconic luxury brands, to our commitments to corporate social responsibility, you will be inspired every day.

As Canada's leading luxury retailer, our purpose at Holt Renfrew is to Inspire a Life of Style and this inspiration starts with you! Together, we drive Passion, Warmth, Excellence, and Unity, to deliver extraordinary experiences and build lasting relationships with our customers and each other.

A job at Holt Renfrew offers a competitive total compensation, a generous employee discount, pension, and health & dental benefits, tuition assistance, and continuous learning and development.

The **Procurement Analyst** supports purchasing and supply management activities for all spend areas in achieving the goal of significant initial cost reductions and year-over-year productivity improvements in the total cost of goods and services procured while maintaining or improving product quality and vendor service levels.

Specific responsibilities include (but are not limited to) the following:

- Build effective partnerships with major internal contacts, i.e. executives and management across the organization
- Conduct research on key supply markets, supplier landscape, competitor actions and industry structure using a full spectrum of information sources
- Update records showing key market indices and historical trends in key commodities
- Assist in the evaluation of suppliers
- Own the creation of predictive/forecasting models for departments based on historical data and potential changes to key drivers
- Perform financial analysis to assist in the evaluation of spend data (e.g., inventory carrying costs; make vs. buy), potential business opportunities and proposed strategic initiatives
- Support the compilation of monthly procurement performance status reports
- Prepare detailed commentary to explain the financial results and assist the various lines of business in developing action plans as required
- Assist in the development of new processes, systems and models to support the procurement function
- Support business stakeholders by understanding current state business models and contributing to opportunity assessments, feasibility studies and business case development for improved and/or new solutions.
- Uphold internal and external policies, regulations, practices and procedures to ensure that the behaviour exhibited by the organization is honest, ethical and professional

The ideal candidate:

- Post-secondary degree in a related field or equivalent experience
- 2+ years of successful analytical experience, ideally, but not necessarily, in a retail environment
- Strong analytical, critical thinking, and customer service skills
- Confident and effective communication (written & verbal) and interpersonal skills
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

The measures of success:

- Contribution to financial objectives
- Individual objectives linked to the achievement of department goals
- Feedback from internal and external clients

Application Instructions

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