Job Posting
Sourcing Analyst

We are recruiting for a Sourcing Analyst to join our team!

Position Summary

The Sourcing Analyst works closely with Sourcing Managers on procurement and sourcing related projects to:

- Administer complex procurements by analyzing supplier proposals and rate/bid forms and coordinating evaluation team assessments.
- Perform activities which include analyzing critical procurement data and market research.
- Investigate and support activities/projects as required by the Sourcing Team to complete the procurement process.

- RFP development & evaluation including:
  - Working with Sourcing Lead to document the specifications
  - Preparing documents

- RFP evaluation, analysis of proponents’ responses, including:
  - Financial submissions
  - Compilation of all evaluation scores

Key Responsibilities

1. Annual Sourcing Plan
   - Designs, develops and administers surveys from sector associations/committee representatives, e.g., IT, finance, HR, facilities and operations, etc., to determine their business needs.
   - Consolidates data/information and prepares reports of results as input into the strategy for confirming and validating the types of products and services to be added to OECM’s Marketplace.

2. Go-To-Market Strategies

   Market Research and Analysis
   - Designs and executes market research plans and processes.
   - Analyzes and reports findings from all market research data and information, e.g., spend, usage, etc., to proactively anticipate market opportunities and barriers.
   - Ensures that all relevant information is incorporated and integrated into analyses.
   - Prepares summary reports and presents information to:
     - gain understanding and provide value-added insights to customers and potential suppliers; identifies and quantifies the information gathered for both the Sourcing and Business Relationship teams and other key stakeholders as required.
     - enhance and improve current market knowledge of specific commodities, services and/or categories.
     - support the development of price and product refresh strategies during the agreement management lifecycle.
• provides actionable recommendations that will drive decisions regarding successful “Go-to-Market” strategies;

Excellence in Strategic Sourcing and Procurement
• Supports the Sourcing Manager with the full-cycle sourcing and procurement process: market analysis, financial reporting and forecasting, RFX preparation, price and bid analysis, facilitates the evaluation of supplier proposals; price and bid analysis

3. Information Management
• Maintains records, databases and files on Master Agreements, rates, suppliers, volumes; ensures active contracts are recorded and expired contracts are removed
• Investigates and resolves or escalates issues with respect to data quality, unusual transactions, incomplete data, and/or outstanding items;

4. Business Analytics
• Conducts analyses of price/product comparisons of OECM products and services; interprets, prepares and presents data to OECM Managers, and / or customers and / or suppliers in a timely way to support decision-making
• Ensures managers are up to date at all times regarding any issues and potential risks to client / supplier relationships.
• Prepare forecasts from suppliers / clients and provides analysis on projected estimated spend / usage for agreements.

5. Support to Effective Portfolio Management
• Investigates, reviews and analyzes supply market data, product/service and spend information from OECM supplier partner agreements on a monthly/quarterly basis for an allocated portfolio of products and services
• Performs supplier, market and category analysis from supplier usage reports.
• Manages queries, conducts analyses to support agreement extensions, pricing refreshes
• Consolidates findings and present summary to the Business Relationship Group Manager (BRG) manager for input into OECM’s quarterly roll-up of spend forecasts in order to monitor progress against OECM’s institutional spend targets;
• Logs and track all CSAs and queries through to successful resolution.
• Advises BRG managers on all aspects of agreements, consumption and associated queries while maintaining high levels of quality in preparation for ongoing supplier performance review meetings
• Monitors customer consumption profiles and provides reports and analysis as required

6. Continuous Improvement
• Maintains an awareness of best practices to improve/ refine processes that may increase productivity and/or correct any deficiencies.
• Develops and maintains relevant procedures and practices.
• Identifies inefficiencies with current processes and systems and suggests ideas for improvements; presents recommendations for improvement that will positively impact on operational effectiveness

Skills and Qualifications
• Business Analysis Certificate from an accredited post- secondary institution or a Certified Business Analysis Professional (CBAP) designation
• Experience in public sector procurement practices and methods is an asset
• Knowledge of and understanding of business analytics principles, methodologies and techniques, including reporting frameworks, performance scorecards, key performance indicators, statistics, relational database concepts and tools
• Knowledge of planning, forecasting and analysis
• Knowledge of savings validation methodologies
• Strong attention to detail combined with data-driven problem-solving skills to find appropriate solutions;
• Flexible, self-starter with high desire to learn and refine approaches to increase impact
• Innate curiosity and dissatisfaction with the status quo to generate ideas and solve issues
• Highly motivated and enthusiastic individual who demonstrates the ability to work in a high volume, fast-paced environment while constantly promoting teamwork
• Ability to change direction quickly and effectively and thrive in a fast-paced deadline-driven environment; calm positive attitude under pressure
• Ability to create reporting models of customer spend to manage OECM revenue expectations
• Passion for service excellence
• Exercises discretion when working with sensitive and confidential information

We offer...

OECM is a great place to work. Employees thrive in a collaborative and supportive work environment; enjoy a comprehensive and competitive total compensation package, excellent career growth and professional development opportunities, and a dynamic people-focused company culture that supports work/life balance.

Apply

Apply to this opportunity by sending your resume to hr@oecm.ca by 4:30 p.m. on Tuesday, April 6, 2021. We thank all applicants for their interest. However only those selected for further screening/interview will be contacted.

*OECM is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.*

About OECM

OECM is a trusted not-for-profit sourcing partner for Ontario’s education sector, broader public sector, and other not-for-profit organizations. We contract with innovative, reputable suppliers to offer a comprehensive choice of quality products and services, to generate significant savings for our customers.

Our staff are passionate about leading projects to acquire collaboratively-sourced and competitively-priced products and services for OECM’s Marketplace and connecting customers and suppliers with leading edge products and services to meet customers’ needs.

Customers: Discover our Marketplace of Products and Services

 Suppliers: Grow your business with access to a $4 billion market

 Get Started: Find out how to start buying through OECM