

Job Posting Contract Analyst

The Supplier Relationship Management team is recruiting for a Contract Analyst!

Position Summary

The Contract Analyst, Supplier Relationship Management works closely with the Supplier Relationship Management team including other Analysts and Specialists on managing contracts by:

- Managing, performing quality control, cleansing and generating reports on spend data
- Performing price audits to ensure contracts are compliant to pricing terms
- Creating and distributing specialized monthly supplier reports, including other regular quarterly, monthly or weekly reports
- Supporting the tracking of internal team work activities and progress / status
- Managing central supplier mailbox and repository of documents, fielding supplier related inquiries from various agreements
- Attending various meetings and scribing minutes as required
- Liaising with the Supplier Relationship Management team as needed
- Escalating compliance and due diligence related matters to the proper endpoints when additional action is needed
- Preparing supplier business review and other presentations as required
- Providing procurement support when required
- Analyzing large amounts of data and finding opportunities for improving data quality

Key Responsibilities

The primary duties and responsibilities include, but are not limited to:

Business Analytics

- Conducts analyses of price / product comparisons of OECM products and services; interprets, prepares and presents data 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.

Information Management

- Investigates and resolves or escalates issues with respect to data quality, unusual transactions, incomplete data, and/or outstanding item.

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 and pricing refreshes

- Consolidates findings and presents summary to the Sr. Analyst for input into OECM's quarterly roll-up of spend forecasts to monitor progress against OECM's institutional spend targets.

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

- Minimum of 1-year related experience
- 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
- Experience in public sector procurement practices and methods is an asset
- 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, May 18, 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.



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