

Position: Specialist, Purchasing/Contract Life Cycle Management (CLM)
Reports to: Manager, Strategic Sourcing & Procurement
Position Term: Full Time Permanent
Application Deadline: Until Filled
Location: Remote for the near future (Within Canada)

Job Description:

Performing Contract Life Cycle Management utilizing WVC supply chain software and playing a key role in the handling of low/medium value contract negotiations. Critical to the role will be facilitating the full range of procurement processes within a cross functional environment working within well-defined SLAs. A strategic focus on internal stakeholder engagement in order to understand unique divisional requirements by creating efficiency through evolving process improvement. Responsibility for drafting, editing and publishing templates and contracts for utilization in various business categories. Actively managing supplier performance and collaborating with Business Units (BUs) to clearly understand and articulate areas of challenge with a tactical lens on risk mitigation. Strategizing solutions alongside the Manager of Procurement to relationship build, always ensuring and upholding internal stakeholder satisfaction. Utilizing SLAs/KPIs while working alongside Business Relationship Manager with adherence to WVC policies, procedures and tools/templates authorized by WVC legal department.

Duties and Responsibilities:

Contract Life Cycle Management: (Primary Responsibility) (90-95%)

- Execution of all components of full Contract Life Cycle Management (CLM) including contract management as per process flow, receiving requests from the BU to the facilitation of document signing, approvals and publishing the contracts in the system in keeping within KPI.
- Exercising sound judgement and assessing risk when creating working documents such as Schedule A & Scope of Work (SOWs) including a description of services, main deliverables, pricing details, payment terms; performance management and location of services.
- Identification of opportunities for ongoing operational improvement in keeping with next practice initiatives and gold standard of service.
- Developing and fostering successful, long term business relationships and ongoing process improvements with internal stakeholders.
- Supporting business process with a lens on performance to drive increased efficiency within an agile mindset and overarching business management.
- Exercising sound judgement and taking stewardship regarding appropriate pathway for contract validation and sign off, operating with a sense of urgency.
- Educating BUs and adjusting document language as required to fit business specific needs on an ongoing basis.
- Tracking contract expiries and identifying opportunities for improvement in contracts through negotiations and sourcing events.
- Managing conflicts related to contracts while collaborating with BUs, Department Managers, Legal & Vendors.
- Working proactively with various BUs to enlist feedback related to the volume of work flowing to WVC procurement and effectively articulating to the right level within the organization.
- Closely collaborating with Procurement Team colleagues, Legal and BUs to perform all aspects of CLM.
- Assisting team in identifying and performing sourcing activities as required.
- Updating and preparing statistical analysis, spreadsheets, and other documentation as required.
- Maintaining and administering contract process flow and procurement records in designated directories.
- Monitoring supplier scorecards from various BUs regularly via system for approaching contract expiry and reporting accordingly.
- Occasionally assisting team to manage PO requisitions and Supplier onboarding for all Business Units (BUs)

- Collaboration and strategizing with Legal Department for instances that may require endorsement for process change.
- Accountability and oversight of ensuring communications and historical commentary of contracts are appropriately stored within database and associated network drives for due diligence and reference purposes.

Sourcing & Cost Savings: (Secondary Responsibility as required) (5-10%)

- Creating new and editing existing sourcing events and templates by following predefined checklist. Refurbishing this checklist as business needs evolve.
- Participation in overseeing both large- and small-scale sourcing events (RFI, RFQ & RFP) individually and within the team.
- Analyzing results and presenting results to the BU and Department Manager.
- Maintaining an ongoing focus on seeking and identifying opportunities for cost savings within the organization by being well prepared for negotiating the best price/value for services/goods within the required timelines.
- Serving as a subject matter expert in assisting BUs in defining the information required for creating and running a successful sourcing event.

Other duties assigned by the Procurement Manager.

- Interacting with various levels of the BU in developing relationships and driving decision making.
- Analyzing and facilitating changes to written documentation as required by the Manager.
- Formulating and preparing data analysis for reporting and briefing materials as requested by the Manager or Director on an ad hoc basis.
- Tracking savings and providing trending analysis to the Manager.
- Participation in cross-functional team activities and training as required.
- Processing purchase order requisitions, & supplier onboarding duties if required by the team to help meet team business objectives and KPI.

Qualifications:

- 5 to 7+ Years of Purchasing & Contract Management experience.
- College + Contract Mgt. and/or purchasing certificate/diploma program or equivalent procurement training/qualification.
- Comprehensive background and widespread understanding of procurement issues and deliverables; in-depth knowledge and experience of purchasing processes and systems.
- Experience in negotiating, consulting, managing, and monitoring contract deliverables.
- Experience of working in a service/not for profit sector will be an asset.
- Proficiency in data reporting.
- Sound analytical skills and a natural affinity for metrics.

Skills & Abilities

- Strong interpersonal and communication skills both verbal and written.
- Ability to work effectively within a cross-functional team.
- Proficiency in leading collaboration efforts in relation to strategic sourcing.
- Ability to resolve internal stakeholder concerns or complaints.
- Sound knowledge of contract language and contractual requirements/ specifications.
- Ability to analyze and problem solve.
- Proficiency regarding procurement rules and regulations.
- Ability to make administrative/procedural decisions and judgements.

- Outstanding negotiation and interpersonal skills.
- Ability to assess compliance issues and procedures, as applicable to the various BUs.
- Superior writing and editing experience.
- Ability to work under pressure despite tight deadlines using prioritization.
- Proficiency in preparing procurement documentation, reports, spreadsheets, such as SOWs and Schedule As for contracts.
- Superior learning and adaptation skills for helping BUs with several variations of services using innovative approaches aligned with WVC policies and procedures.
- Skilled in conflict resolution and negotiation.
- Expert level using MS Office Suite including Excel, Word, PowerPoint, Outlook & Teams.
- Project management skills will be an asset.

Knowledgebase

- Knowledge of the non-profit industry.
- Knowledge of working with IT and service-related contracts.
- Knowledge of working with legal counsels and accounts payable.
- Working knowledge of running and supporting sourcing events.
- Knowledge of the mechanics of blanket orders and long-term agreements.

Other characteristics such as personal characteristics

- Flexibility and creativity in developing new methodology and ideas to achieve cost reduction and/or efficiencies in operation.
- Action-oriented, autonomous, and upbeat.
- Detail-oriented, passionate, honest, and humble. High commitment to fundraising ethics and donor privacy; acts with professionalism.
- Experience working with a salesforce database like CRM or Raiser's Edge; proficiency in Microsoft Office.
- Understanding of and competency with the Association of Professional Researchers for Advancement (APRA) Basic and Advanced Skill Set.
- University or college degree in business, research or a related discipline.
- Multi-language research capability is an asset.

Applicants should click on the link below to apply.

<https://can60.dayforcehcm.com/CandidatePortal/en-US/wvc/Posting/View/3553>