

## Career Opportunity

**Job Title:** Procurement & Contracts Specialist

**Status:** Full-time

**Location:** Orbitor Head Office – Mississauga

Reporting to the Procurement Manager, the Procurement & Contracts Specialist will coordinate, maintain, and manage the procurement category of packaging as their primary focus. The ideal candidate will also conduct RFP's, RFQ's, and RFI's, lead projects correlating to packaging innovation and cost savings, as key focuses. The Procurement & Contracts Specialist will be responsible for maintaining vendor contract relationships as well as ensuring risk managing supply sustainability.

*If you have strong due diligence skills, are a champion for relationship building, and have a high-level focus on quality and analytics, this may be the role for you!*

### Key Accountabilities:

- Develop, implement, and manage contracts and service level agreements for the procurement of goods, and services correlating to packaging needs.
- Serve as the primary contact internally/externally for assigned category management.
- Support the management of the Non-Conformance Review issue resolution for all Gay Lea Foods facilities, including but not limited to providing closure, cost avoidance, and recouping of non-conformance funds through supplier negotiation (Cost Avoidance).
- Identify opportunities for operational and procurement process improvement.
- Act as the new item set up liaison.
- Set up new vendors.
- Invoice resolution with vendors against price discrepancies within trade agreements.
- Provide analytical support with reports, administration, and project management.
- Responsible for regular reporting including contracts completed, cost savings and other metrics to Director.
- Inventory control and monitoring.
- Assist Procurement Manager in analyzing market trends.
- Other ad-hoc responsibilities and category management as assigned by Management.



**Qualifications & Competencies:**

- Post-secondary education and/or minimum three (3) years relevant work experience in the supply chain procurement field.
- Minimum two (2) years of experience working with ERP systems (Microsoft Dynamics knowledge considered an asset).
- Completed education or courses pertaining to purchasing considered an asset (CSCMP / PMAC).
- Excellent interpersonal & communication skills, including written and verbal.
- Ability to work well with minimal supervision, independently, and with others.
- Proficient with data mining and analysis considered a great asset.
- Self-motivated, with highly effective organizational and prioritization skills.
- Able to work in a fast-paced environment, with many interruptions.
- Good decision-making and problem-solving capabilities.

**Working Environment:**

Primarily sedentary in nature with regular interruptions and deadlines.

**Physical Demands:**

Sitting, walking and keyboarding for a considerable length of time.

**COVID-19 Vaccination Policy:**

The health and safety of our employees and customers is a top priority for Gay Lea Foods and therefore applicants will only be considered who are fully vaccinated, subject to human rights considerations.

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**No recruiter/agency calls please.**

**If you would like to apply for this position, please send your resume to [jobs@gaylefoods.com](mailto:jobs@gaylefoods.com), quoting the position title in the subject line.**

**Thank you for your interest in Gay Lea Foods. Wishing you all the best with your career search!**

*Gay Lea Foods is an equal opportunity employer and values diversity in our workplace. Reasonable accommodation is available upon request throughout our recruitment and selection process. Gay Lea Foods Accessible Employment Policy and other accessibility policies are available through Human Resources.*