

Paying pensions today, preserving pensions for tomorrow.

We're always looking for smart, talented people to fuel our success and who have a passion for pensions. Everyone at OPTrust makes a meaningful impact, challenges conventional wisdom, and has fun, too. Respect, integrity and teamwork are all part of our cultural DNA. We embrace curiosity and diversity because it makes us stronger. Our environment is fast paced, but we find time to give back to the community.

Procurement Analyst

Legal Services

Contract: 12 months

Posting Date: October 21, 2021

ABOUT THE ROLE

Reporting into the Senior Legal Counsel and working alongside Procurement Leader, Legal Services, Digital, Member Experience, and other business units. The Analyst will be assisting Procurement Leader with all key procurement processes, i.e., RFP, RFI and Directed Source Selection.

WHAT YOU'LL DO

- A) Prepare presentations for the Procurement Leader, procurement status reports and other documents as required.
 - Support procurement process by scheduling meetings with vendors and internal clients, keep track of deliverables, collaborate with team members on achieving deliverables.
 - Collaborate with internal teams and vendors scheduling meetings related to key milestones.
 - Advise internal clients on the procurement life cycle.
 - Participate in key meetings and action on deliverables.
 - Assist in the final preparation of the RFP/RFI packages.
 - Collect and consolidate scorecard data.
 - Minute take for evaluation meetings.
 - Manage procurement inbox and file emails based on audit requirements.
- B) Support reporting requirements of Procurement, including:
 - Track completed procurement processes and outcome.
 - Maintain procured vendor list.
 - Gather data required for quarterly reporting.
- C) Work with iManage to transition of records from drives to cloud-based system.
- D) Support Supplier Risk Management Framework Program, including:
 - Track all activity.
 - Contribute to developing annual program: documents, emails, acting on previous year's learnings.
 - Gather data required for quarterly reporting.
 - Maintain ongoing communication and work with key stakeholders to complete deliverables on program timeline.
 - Perform analysis and support business questions related to program.
 - Coordinate and schedule annual training.

WHAT WE'RE EXPECTING YOU TO HAVE

- Advanced organizational skills and problem-solving skills to manage and assist in completing multiple and competing priorities.
- Strong interpersonal communication skills (written and verbal) with the ability to effectively communicate at all levels within the organization.
- Develop and maintain positive relationships with vendors.
- Must have Contract management experience, specifically Service Agreements, Consulting Agreements, Software related agreements.
- Experience in conducting investigations and analysis on business unit inquiries.
- Must have proven experience working with Procurement Policy, Guidelines and Supplier Risk Management Framework.
- Strong MS office Excel, Word, and PowerPoint skills.
- Project leadership experience is an asset.
- University Degree or College Diploma in areas such as legal, business admin, supply chain.

Please submit your application via Workday by November 5, 2021.

Classification: Public

Please submit your resume and cover letter by November 5, 2021 via Workday using the below link:

https://optrust.wd3.myworkdayjobs.com/OPTrust/job/Toronto-ON/Procurement-Analyst_R321

Serving a membership as diverse as ours and investing in a global market means cultivating an environment that embraces diversity and inclusion in everything we do. We know diversity of thought, background, culture, and perspective is critical to creating long-term value. OPTrust is a diverse organization engaged in building on our unique strengths. If you require an accommodation at any time during the recruitment process, please send a message to careers@optrust.com, or discuss your needs with the Recruitment Consultant during the telephone screen. We will do our best to work with you and provide appropriate accommodation.

We thank all interested applicants, however only those under consideration will be contacted.