



Source to Pay (S2P) Analyst

ERCO Worldwide has a 124-year history of producing chemicals and a long history of supplying environmentally preferred chlorine dioxide technology to the pulp and paper industry. ERCO Worldwide's chloralkali business serves a variety of industries including municipal and industrial water treatment, food processing, fertilizers, agricultural intermediates, and oil and gas. ERCO Worldwide is the second largest producer of sodium chlorate in the world.

Mission Statement: ERCO Worldwide strives to promote a Sustainable Business Culture that creates economic value, supports a healthy environment, and improves the life of others now and in the future.

Vision Statement: ERCO Worldwide is a global leader in the supply of chemical technologies, products and solutions which enables ERCO and our customers to manage profitable and sustainable businesses.

General Summary:

Do you thrive in a fast-paced, innovative, and team-driven culture? ERCO Worldwide's corporate office is seeking a full time Source to Pay (S2P) Analyst to join its growing Procurement department. This role is based in Mississauga, and reports to the Manager, Source to Pay.

The Source to Pay Analyst is responsible for supporting ERCO's Source to Pay processes with a focus on Coupa platform administration and providing Coupa end-user support. This role suits a team player able to work cross-functionally.

Responsibilities:

- Coupa end-user support
 - Issue resolution and troubleshooting
 - Management of user support email inbox
 - User training
- Management of Systems Integrations:
 - Investigation and resolution of system data integration errors between Coupa and the ERP (EnterpriseOne)
 - Investigation and resolution of supplier cXML errors



- System administration of the Coupa platform, including:
 - Managing platform configuration
 - Coupa release management – Uplift the platform with enhancement releases 3 times per year including system testing
 - Collaborate with Coupa user support to investigate and resolve system issues
 - User Management
 - Responding to vendor inquiries
- Platform Adoption and Continuous Improvement
 - Drives user adoption of S2P software and ensures ease of use with training, ongoing support, configuration changes and content management (catalogs and contracts).
 - Change Management and Value Realization – Promote business and supplier adoption
 - Act as steward and manage the day-to-day maintenance and production support of the S2P Platform, partnering with Coupa, and ERCO functions including IT, Finance and Legal.
 - Develop and/or update user and system documentation
 - Support the realization of metrics and KPIs; increase utilization, efficiency, cost savings, reduce risk and improve quality
- Project Support
 - Support and/or lead S2P platform enhancement projects as assigned

Qualifications:

- Bachelor's Degree in Procurement, Business, or a related field
- 1-3 years of career experience including co-op internship
- Coupa, SAP Ariba or similar e-procurement platform administration experience preferred
- Supply Chain Management Professional (SCMP) an asset
- Excellent analytical, communication and problem-solving skills
- Superior customer service orientation
- Resourceful, resilient, and pragmatic
- Proficient experience with MS Office suite
- French and/or Spanish language skills, in addition to English, are considered an asset

Key Attributes:

- Focused and results driven, transparent and articulate
- Drives continuous improvement
- Resilient – can adapt to ever changing environments and cultures
- Proactive – takes initiative, creative, stays ahead of the curve, enthusiastic, inspirational



- Strong relationship builder – collaborative, team builder

To join a winning team, please apply by sending your resume to careers@ercoworldwide.com.

We look forward to hearing from you!

ERCO Worldwide is an equal opportunity employer and is committed to recruiting, developing and maintaining a diverse workforce in compliance with all applicable Human Rights legislation. We will make every reasonable effort to accommodate for disabilities made known to us by our employees and applicants. If you require accommodation during the recruitment and selection process, please let us know and we will make every reasonable effort to meet your needs.