



**BNP PARIBAS**  
CORPORATE & INSTITUTIONAL BANKING

**Procurement Front/MO Office – Strategic Sourcing Procurement Advisor**  
**CIB Functions – Procurement**  
**Location: Montreal**  
**(Hiring Manager: Isabelle Deblois)**

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**BNP Paribas Group:**

BNP Paribas is a leading bank in Europe with an international reach. It has a presence in 74 countries, with more than 192,000 employees, including more than 146,000 in Europe. The Group has key positions in its three main activities: Domestic Markets and International Financial Services (whose retail-banking networks and financial services are covered by Retail Banking & Services) and Corporate & Institutional Banking, which serves two client franchises: corporate clients and institutional investors. The Group helps all its clients (individuals, community associations, entrepreneurs, SMEs, corporates and institutional clients) to realize their projects through solutions spanning financing, investment, savings and protection insurance. In Europe, the Group has four domestic markets (Belgium, France, Italy and Luxembourg) and BNP Paribas Personal Finance is the leader in consumer lending. BNP Paribas is rolling out its integrated retail-banking model in Mediterranean countries, in Turkey, in Eastern Europe and a large network in the western part of the United States. In its Corporate & Institutional Banking and International Financial Services activities, BNP Paribas also enjoys top positions in Europe, a strong presence in the Americas as well as a solid and fast-growing business in Asia-Pacific.

**About BNP Paribas Corporate and Institutional Banking:**

Fully integrated in the BNP Paribas Group, BNP Paribas Corporate and Institutional Banking (CIB) is a leading provider of solutions to two client franchises: corporates and institutionals, and operates across EMEA (Europe Middle East Africa), APAC (Asia Pacific) and the Americas. The bank is a global leader in Debt Capital Markets and Derivatives. It is a top European house in Equity Capital Markets and it has leading franchises in Specialized Financing. In Securities Services, it is a top five House worldwide. BNP Paribas CIB strives to service the global economy by providing solutions to its clients in financing (ECM, DCM, specialized financing), flow banking (trade finance and cash management), financial advisory (M&A, project finance), global markets (interest rates, credit, foreign exchange, equity derivatives), risk management, and securities services.

[www.cib.bnpparibas.com](http://www.cib.bnpparibas.com)

**Business Overview:**

North America (NA) Procurement supports all entities within the NA region in the process of buying goods and services that are required to support the operations of BNP Paribas. Consistent with Global and CIB Procurement, the mission of NA Procurement is to effectively manage third parties.

NA Procurement Front Office is responsible for ensuring that any new demands strictly adhere to internal procurement policies and procedures as well as securing best deals in a broad category of goods and services. The NA Procurement Middle Office (MO) is responsible for ensuring that the demands are managed in the appropriate NA Procurement standards tools (e.g. Ivalua, Ariba, IQNavigator, etc.).

**Responsibilities:**

The Strategic Sourcing Advisor would be required to liaise with BNP Paribas internal clients in order to support them with all their procurement needs and support various Procurement MO activities. This role will be reporting to the Procurement Manager, Canada in Montreal and will:

- Provide assistance with Front Office (FO) activities as well as Middle (MO) and Back Office (BO) activities;
- Lead the Request for Proposals (RFPs), including developing the bid documents, managing the bid process while ensuring fairness and compliance, evaluating proposals and negotiating contracts with suppliers in order to obtain the best contract price and terms to protect the bank;

*BNP PARIBAS IS AN EQUAL OPPORTUNITY EMPLOYER*



- Work with Legal on contract terms and issues leveraging from existing group or regional contractual framework whenever possible;
- Ensure timely delivery of goods and services while observing quality sourcing controls;
- Liaise with suppliers, customers and internal departments;
- Educate various business and enforce BNP Paribas NA Procurement policies and best practices;
- Analyze data, reconcile various data sources to develop required reports on a regular basis to track and monitor various areas of NA Procurement to optimize procure to pay controls;
- Analyze spend activity and identifying opportunities to aggregate demand, standardize and minimize costs;
- Assist with the implementation, and improvement of systems to NA Procurement activities, including ordering and contract lifecycle management processes;
- Provide assistance with initiatives related to IG findings;
- Assist with the development of procurement practices, including recommendations and implementation of technological and reporting improvements;
- Serve as control level and provide due diligence for onboarding requests of contingent, consultant and outsourced resources; and
- Performs any other job-related duties as assigned.

**Minimum Required Qualifications:**

- Bachelor's degree in business, finance, economics or related field of study
- 5 + years' experience in procurement preferred
- Strong negotiation skills
- Bilingual in both English and French preferred
- Preferred experience working in the financial industry and in a procurement or supply chain role
- Interpersonal skills to successfully collaborate with various teams of professionals and liaise with internal and external groups/ individuals
- Attention to detail, ability to manage multiple undertakings at the same time and focus on priorities
- Strong communication and analytical skills
- Strong work ethics and ability to work with confidential information
- Ability to analyze complex situations in a timely and effective manner
- Critical thinking to assist in evaluating supplier information
- Ability to understand legal codes and their application in the procurement process
- Experience with supply management tools/ software including procurement and project management programs (e.g. Ivalua, Ariba, IQN, TEM, Hiperos)
- Knowledge of standard database management, enterprise resource planning (ERP), inventory management, point of sale
- Proficient in MS Excel, MS Word, MS Access, MS PowerPoint, Visio.

Please send applications to **Laurence Leblond**, [laurence.leblond@ca.bnpparibas.com](mailto:laurence.leblond@ca.bnpparibas.com)