



Career Opportunity

During these challenging times, Federated Co-operatives Limited is working to serve our local co-ops, customers, and communities. We are committed to supporting our local co-ops and the communities they serve. Working together to provide essential services to communities across Western Canada, we are hiring a Senior Specialist, Procurement and Contracts on a permanent basis at our Co-op Refinery Complex (CRC) in Regina, Saskatchewan.

Who we are:

As a co-operative, we do business differently. We believe in working together to serve Western Canadians, delivering profits back to our communities and investing in sustainable growth. Our work is guided by our values of integrity, excellence and responsibility and driven by our vision of building sustainable communities together. To learn more about who we are, visit www.fcl.crs.

What you'll do:

You will procure capital equipment, services, catalyst, and rental equipment for CRC in a timely and cost-effective manner. You will be a key senior resource and provide advice and guidance to CRC departments regarding procurement and contracting strategies, consulting with internal customers to establish clear and concise purchase requirements and scope for contracts. This position will ensure best practices are followed throughout the full procurement cycle by investigating possible supply sources, evaluating supply alternatives, developing and analyzing competitive bids from suppliers and contractors, negotiating purchase and agreement terms and conditions, logistics and transportation, issuing purchase orders, developing agreements, analyzing and issuing change order requests, performing contractor and supplier evaluations, and establishing long-term mutually beneficial relationships with suppliers and contractors. This position will be responsible to mentor, coach, and provide leadership to junior procurement staff and contribute to performance management and oversight on projects and day-to-day activities of the team. This position will work with the Department Manager to monitor, direct, plan, and lead activities of the team and resolve complex supplier/contractor issues and internal and external disputes.

- **Service Contracts and Capital Projects Procurement:** You will develop, negotiate and implement highly complex service contracts, supply agreements, and rental agreements for multiple departments including Project Engineering and Turnaround & Construction. Ensure the timely and cost-effective acquisition of all capital equipment, services, and rental equipment for these departments. Work with Project Engineering, Maintenance, contractors, suppliers, and transport companies to ensure large, expensive equipment is procured, expedited, transported, and delivered in a safe and cost-effective manner. Will identify the appropriate contract type and agreement template and independently negotiate contract terms and conditions as required. Identify and anticipate supply chain risks and develop and implement effective solutions. Monitor contractor spend during project execution and compare estimated costs to actual costs to identify cost variances and mitigate the risk of overspending. Ensure implementation and roll out of negotiated contract terms and conditions and ensure contract compliance through-out the life cycle of the contract. Identify and resolve contract issues and document lessons learned for future contracts. Prioritize and expedite emergency service procurement requirements including working after hours as necessary, to ensure services are acquired on a timely basis to help mitigate operational disruptions.



- **Competitive Bidding/Strategic Sourcing:** You will identify and implement procurement and competitive bidding strategies in accordance with established Procurement and Contractor Management processes and policies. You may need to establish new guidelines where none exist, devise new approaches, and use technical subject matter expertise to develop new standards. You will be a subject matter expert and will lead the facilitation and execution of the required processes for the acquisition of goods and services in support of the day-to-day operational requirements of departments. This includes preparing sourcing documents, managing sourcing processes, facilitating supplier evaluation and contract award, negotiating commercial and legal terms and conditions. Reviewing recommendations for sole sourcing of goods and services and evaluating the validity of these requests by collaborating with the applicable internal stakeholders to understand requirements and researching alternative supply sources of goods and services. Providing input and recommendations into strategic decisions and provides professional and technical expertise to stakeholders.
- **Supplier Relationship Management:** You will build and maintain effective business relationships with suppliers and contractors that press cost competitiveness and efficient delivery of goods and/or services. You will lead discussions regarding supplier/contractor dispute resolution, performance management, contract extensions, change orders and terminations. You will influence and support CRC stakeholders by monitoring supplier performance and ensuring compliance to contract scope, commercial and legal terms. You will identify and track contractor and supplier key performance indicators.

Why it matters:

We fuel Western Canada. Our Refinery strives to be a recognized leader in safety, reliability and sustainability within the petroleum-refining industry.

Who you are:

You are looking for a career in Supply Chain and:

- You have an Undergraduate degree in Business, Commerce, or Supply Chain.
- You have a minimum of 6-9 years of relevant progressively responsible experience in procurement, strategic sourcing or contract management (a combination of relevant education and experience may be considered).
- Procurement and contract management training or a Supply Chain Professional Designation (SCMP) is considered an asset.
- You're honest and trustworthy, are results oriented and strive to be the best in what you do.
- You believe in collaboration, building relationships and value the perspectives of others.

Our Team Members receive competitive salaries, short-term incentives, a comprehensive benefits package and an employer-contributed pension plan. We encourage our Team Members to take advantage of learning opportunities, to grow and develop, and to foster a culture of teamwork and innovation.

FCL embraces diversity and inclusion and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows every person to bring their whole self to work.



We take the health and well-being of our team members and customers very seriously. We continue to take steps across all areas of our business and locations to keep our team members and customers safe and healthy.

If this opportunity speaks to you, we invite you to apply by May 20, 2021.

We thank all candidates for their interest, however only those selected to continue in the recruitment process will be contacted. If you require support to apply for this opportunity please contact us at fclhr@fcl.crs.

Please note you will be required to comply with the safety sensitive employment conditions in accordance with CRC policies.