



WE'RE HIRING

Procurement Analyst

Regina, Saskatchewan

English

Fixed Term: Short Term (8 months)

Closing Date: January 17, 2023

Strong Communication and Analytical skills

You are the first point of contact in the procurement process responsible for the monitoring of adherence to policy and assisting in strategic sourcing activities.

What you'll do

- Assess procurement intake forms for reasonableness and risk and recommend procurement approach.
- Provide advice to internal partners on the procurement and vendor risk management process
- Perform testing and develop reports for senior management reporting
- Assist Corporate Procurement Managers with strategic sourcing activities

What we're looking for

- Strong interpersonal skills
- Strong analytical skill and sound judgement
- A multi-tasker who is organized and detail-oriented
- Ask questions to seek understanding (curious)

What you'll need

- Knowledge is generally acquired by having completed an undergraduate degree in business administration, economics and/or commerce and 3-5 years of related experience, or an equivalent combination of education and experience.
- Intermediate knowledge of strategic sourcing and operational procurement
- Additional courses completed through the Supply Chain Management Association is an asset

To apply, visit fcc.ca/Careers