



Career Opportunity

Federated Co-operatives Limited (FCL) is hiring a Procurement Advisor on a permanent basis on our Procurement team.

This position is a hybrid opportunity, with a preference for candidates based in or near Regina.

Are you a strategic thinker with a passion for procurement and business partnership? Federated Co-operatives Limited (FCL) is seeking a trusted advisor to help transform how we procure goods and services—partnering with business units to drive innovation, cost savings, and operational excellence in a newly centralized, agile procurement model.

What you'll do:

- Partner with assigned business units to understand operational needs and execute procurement activities aligned with strategic sourcing strategies and governance.
- Lead and support end-to-end sourcing processes, including preparing documentation, facilitating supplier evaluations, negotiating terms, and managing contract awards.
- Provide guidance on the use of procurement systems, tools, and templates; ensure adoption and adherence to governance requirements within the BU.
- Monitor supplier performance and contract compliance, and support resolution of disputes or non-compliance issues in collaboration with stakeholders.
- Deliver business-focused procurement solutions by leveraging your knowledge of BU operations and the supplier landscape to recommend innovative options.
- Serve as a conduit between business units and the Procurement Centre of Excellence by providing feedback on tools, training needs, change impacts, and process enhancements.
- Support and enable change management, training delivery, and communication within BUs, ensuring alignment with department-wide initiatives and messaging.
- Collaborate with the broader procurement team to share insights, identify opportunities, and contribute to continuous improvement of procurement practices.
- Escalate broader issues as appropriate and keep stakeholders informed on procurement milestones, risks, and updates.

Why it matters:

We help local Co-ops grow and thrive by offering a range of professional services, including marketing, market research, information technology, human resources, accounting, risk management and business development.

Who you are:

You are looking for a career in Supply Chain and:

- Have 3-6 years relevant experience in procurement and/or directly relevant field including operations management, engineering, finance or accounting.
- Have a Bachelor's Degree in Business, Commerce, Engineering or a relevant field (a combination of relevant education and experience may be considered)
- Experience with sourcing and procurement at the operating unit or department level. Experience utilizing digital source-to-pay procurement and data analytics tools is strongly preferred.



- Certificates or designations in supply chain management, engineering, finance, accounting, Lean/Six Sigma, or operations planning are beneficial.

What we offer:

- Competitive salaries, short-term incentives, a comprehensive benefits package, and an employer-contributed pension plan.
- Encouragement to take advantage of learning opportunities to grow and develop as a Team Member.
- 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. To learn more about who we are and what we offer, visit www.fcl.crs.

We are committed to providing reasonable accommodations throughout the recruitment process to ensure an enjoyable candidate experience. If you require an accommodation during the recruitment process, we invite you to submit your requests to us via fclhr@fcl.crs. All information received will be kept confidential.

If this opportunity speaks to you, we invite you to apply by Month Day, Year.

We thank all candidates for their interest, however only those selected to continue in the recruitment process will be contacted. Choose an item.

As this position is considered a position of trust, you may be required to complete a criminal record check in accordance with FCL policies.

FCL embraces diversity and inclusion. We're working to create a workforce that is as diverse as the communities we serve and an environment where every team member brings their whole self to work. We believe all candidates should feel at home with us and be given the opportunity to fully participate during the recruitment process.

Apply here.