



Job Title: Procurement Analyst
Department: Enterprise Procurement
Location: Saskatoon, SK (hybrid)
Employment Type: Term (12 month Term with possibility for extension)
Employment Group: ASPA
Full Time Equivalent (FTE): 1.0
Salary Family (if applicable): Specialist Professional
Salary Phase/Band: Phase 1
Posted Date: 11/20/2023
Closing Date: 12/29/2023 at 6:00 pm CST
Number of Openings: 1

The University of Saskatchewan has some of the most innovative people doing groundbreaking research and pedagogy. The Procurement Analyst is a key member of the Enterprise Procurement team that provides process and data management support to the Procurement Services team to support strategic procurement initiatives and day-to-day procurement activities.

The university offers flexible work arrangements; access to the university's recreation services; ongoing professional development and mentorship and a comprehensive benefits and pension program.

Primary Purpose: The purpose of this position is to support Procurement service delivery enhancement goals through the development of spend data visualization, reporting, and management, value creation process development and reporting, initiating market intelligence analysis, including pricing evaluation and deal support, and championing process improvement activities.

Nature of Work: Working in a cross-functional team environment, the Procurement Analyst will work with Procurement Services team members, and campus colleagues to develop tools and capabilities to support market intelligence analysis and deal support, spend data analysis and opportunity assessment, key performance indicator development, tracking and reporting, as well as champion continuous improvement activities related to Procurement processes and procedures.

Accountabilities:

- Develop an understanding of existing procurement tools, capabilities, and needs to enable procurement performance data management and reporting;
- Support the development of a new procurement savings capture process, including revised savings definitions, to enhance procurement activity data capture;

- Develop an understanding of procurement market intelligence data needs and provide suggestions and solutions to address deal and contract support needs of procurement team members;
- Perform research to aid deal support, contract management, market intelligence and procurement process improvement activities;
- Become familiar with existing spend categorization, tools and capabilities; use knowledge of existing tools to advance spend data accuracy and reporting capabilities, considering real-time, monthly, and strategic reports;
- Support ongoing procurement enhancement activities, including clarifying and/or implementing new procurement processes, guidelines and/or work instructions that will contribute to a procurement continuous improvement practice;
- Monitor and report procurement performance metrics; Work effectively with other offices (ConnectionPoint, Category Specialists, Strategic Business Advisors, Colleges/Units), to gain a comprehensive understanding of organizational requirements and strategic priorities;
- Perform other related duties or projects as required.

Qualifications

Education: Completion of a relevant post-secondary program. An SCMP designation, or work towards one, would be considered an asset. An equivalent combination of education and directly related experience may be considered.

Experience:

- Experience in a procurement, administrative, or customer service role is ideal.
- Demonstrated use of problem solving, and analytical skills with successful outcomes.
- Experience working in a diverse and inclusive environment is required.
- Familiarity with e-procurement processes and systems is considered an asset.
- Experience with public procurement considered an asset, but not required.

Skills: Excellent interpersonal and communication skills, both written and oral; strong customer service skills; demonstrated proficiency in analytical skills; demonstrated ability to problem solve under deadline pressures and competing priorities; demonstrated ability in handling procurement data within an ERP system; proven Microsoft Office application skills, including SharePoint and expert MS Excel skills; and demonstrated collaboration capabilities within a team environment.

The University believes equity, diversity, and inclusion strengthen the community and enhance excellence, innovation, and creativity. We are dedicated to recruiting individuals who will enrich our work and learning environments. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodations to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. The University of Saskatchewan's main campus is situated on Treaty 6 Territory and the Homeland of the Métis. We pay our respects to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another. Together, we are uplifting Indigenization to a place of prominence at the University of Saskatchewan.