

## Procurement and Third-Party Management (PTM) Advisor

At Conexus, we are focused on supporting our members with their needs of today, while also helping them pursue their goals for the future. It's more than conducting a banking transaction, it's about providing insightful content, tools, expert advice, and a full suite of products to inspire confidence in their financial decision-making. We prioritize performance excellence, and our employees champion each member's success, ultimately contributing to a thriving province.

We are curious, courageous, confident and committed. Our values ensure we consistently deliver outstanding member experiences. As employees, we are more than just individuals who come to work each day, each role is a vital part of Conexus.

As of January 1, 2026, Conexus, Cornerstone, and Synergy credit unions have merged into one provincial credit union serving over 200,000 members in 57 branches across 50 Saskatchewan communities.

We acknowledge that our Conexus offices and facilities are located on Treaty 2, 4, 5, 6, 8 and 10 lands. These are the traditional lands of the Cree, Dakota, Dene, Lakota, Nakota and Saulteaux peoples, as well as the homeland of the Métis.

### The bigger picture

We're looking for a collaborative and adaptable professional to come on board as our Procurement and Third-Party Management (PTM) Advisor. In this role, you will support strategic sourcing initiatives, provide contract and procurement advisory support, and help strengthen third-party risk management processes to optimize value, manage risk, and support business outcomes.

### How you'll be spending your time

- Leading or supporting strategic sourcing initiatives, RFX processes, vendor selection, and contract negotiations
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- Helping to develop business cases and category strategies that optimize value
- Providing advice for contract reviews, renewals, and negotiations
- Ensuring contracts align with organizational standards, authorities, and policies
- Guiding business partners on procurement, contract and third-party risk management best practices
- Supporting third-party risk assessments, due diligence, and ongoing monitoring activities
- Partnering with stakeholders to track third-party performance, contract obligations, and emerging risks
- Developing and preparing reporting related to third-party risk, compliance, and performance

### The way people describe you

- Strong analytical, critical thinking, and problem-solving skills, with sound judgment in complex situations
- Strong communication and relationship-building skills, with the ability to influence and collaborate across functions

- Strong planning, organization, and time management skills, with the ability to manage multiple priorities
- High attention to detail, professionalism, adaptability, and accountability for quality outcomes

### **The experience you bring**

- Post-secondary education in Business Administration, Supply Chain Management, or a related discipline, or an equivalent combination of education and experience
- Supply Chain Management Professional (SCMP), third-party risk management certification or a comparable designation are considered assets
- Procurement or vendor/third-party management experience
- Experience leading or supporting complex contract reviews and negotiations, and an understanding of contracting standards and practices in the Canadian financial services industry
- Experience reviewing and negotiating IT related contracts is an asset
- Working knowledge of third-party risk management principles and governance frameworks, particularly in Canadian financial services is an asset
- Advanced proficiency with Microsoft Office Suite, including Copilot; experience with procurement, contract, or third-party management systems is an asset

### **Benefits and perks**

The success of our members relies heavily on the performance and accomplishments of our employees. That's why we prioritize offering our team a variety of perks and benefits designed to support their success and well-being both at work and in their personal lives. Some of these additional benefits may include, but are not limited to:

- Generous vacation benefits, giving you time to spend on what's most important to you
- Competitive benefit package options, covering all aspects of personal wellness
- Pension matching to support you towards retirement
- Preferred rates for all your banking needs, helping to make life more affordable

*Depending on location of work, union membership may be required.*

We are excited to welcome candidates who bring a blend of academic, professional and volunteer experience that sets them apart. Research shows that many applicants tend to apply only when they meet every qualification of the role. However, we encourage you to explore opportunities that closely match your skillset and experience. We truly value diverse backgrounds and varied experiences, as we are dedicated to creating inclusive and diverse workplaces. This opportunity closes on July 6, 2026, so apply now! If you have questions about this position, please contact McKayla at [jobs@conexus.ca](mailto:jobs@conexus.ca).

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