

WE'RE HIRING



Procurement Analyst (Bilingual)

Job Number: R-1008650

Location: Regina, Saskatchewan, Various FCC offices may be considered

Closing Date: July 31, 2026

Language(s) Required: English, French

Worker Type: Permanent

Term Duration in Months:

Salary: \$83,040 - \$112,340

Job Link for Application: <https://fccfac.wd3.myworkdayjobs.com/en-US/careers-carrieres/details/Procurement-Enablement-Analyst--Bilingual- R-1008650>

Play a vital role in keeping FCC's procurement running smoothly by supporting the day-to-day operations that internal stakeholders, vendors and the procurement team rely on. As a first point of contact for procurement and travel inquiries, you'll help triage requests, keep our intake and compliance processes on track, and ensure operational commitments are met consistently and on time. Through your strong attention to detail and process-minded approach, you'll strengthen travel compliance, expense auditing and third-party risk intake by contributing directly to a more reliable and transparent procurement experience.

You'll also help the team continuously improve workflows and the maintenance of the documentation, records and reporting that keep procurement operations accountable.

Above all, you'll make an impact through your dependability, collaboration and ability to turn procurement requirements into practical, day-to-day execution.

What you'll do

- Act as the first point of contact for internal stakeholders on day-to-day procurement and travel inquiries, triaging intake and routing requests across the procurement lifecycle
- Own shared inboxes, ensuring timely response and follow-through against service-level agreements
- Lead travel compliance verification, expense auditing and reconciliation, including readiness
- Facilitate the team's continuous improvement across procurement, travel and controls by coordinating meetings, agendas, and action-item follow-through
- Support third-party risk management by guiding vendors and business relationship owners through onboarding compliance
- Maintain procurement's operational documentation, records retention practices and routine reporting on compliance performance

What you'll bring to the team

Required qualifications

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- Bachelor's degree in business administration, economics, commerce or a related field
- A minimum three years of related experience (or an equivalent combination of education and experience)
- Advanced proficiency in both official languages (English and French)
- Strong understanding of procurement and travel processes, policies and lifecycle activities

Preferred qualifications

- Intermediate knowledge of strategic sourcing and operational procurement
- Experience with SAP Concur or a comparable expense/T&E platform, including auditing or reconciliation responsibilities
- Familiarity with corporate travel policy administration, travel management company interactions or government travel reporting
- Industry-recognized procurement or supply chain management certification (completed or in progress)
- SMT Diploma or SCMP designation

Not sure you meet every requirement? We encourage you to apply anyway.