



## **Senior Procurement Analyst**

**Location: Regina, SK**

### **ABOUT US**

The Brandt Group of Companies — headquartered in Regina, Saskatchewan, Canada — is Canada's largest privately owned manufacturing and distribution company that serves a growing international audience in industry-leading brands such as John Deere (Construction, Forestry & Agricultural), Peterbilt Trucks, Material handling equipment, TOPCON, DITCHWITCH, WIRTGEN, rail, steel, energy and many more. Our mission is focused on enabling customer success by providing practical and reliable equipment solutions and support.

### **SUMMARY**

This position is the frontline point of contact between Brandt and its key supply base. The Senior Procurement Analyst has a proven ability to analyze requirements, identify supply options and opportunities for savings and efficiencies, and negotiate best value (price, product, delivery). As an experienced purchaser, guidance will be given to the less experienced members of the commodity team as opportunities arise, in order to elevate the capabilities of the team.

### **DUTIES & RESPONSIBILITIES**

- To get the best value when procuring goods and services in terms of quality, reliability, price and delivery.
- Responsible for day-to-day procurement activities within assigned commodity group.
- Utilize contracts created by Strategic Sourcing to procure materials and services as required
- Source and purchase materials as required.
- Negotiate effectively with suppliers to obtain best value. Refuse attempts to impose additional charges for expediting of orders and escalate negotiating impasses to Supervisor.
- Produce purchase orders from requests/requisitions/ analysis of production schedules to ensure timely delivery. Coordinate with manufacturing to eliminate parts shortages.
- Manage purchase orders through to close-out and resolve any associated queries on a timely basis.
- Follow standard purchasing operating procedures.
- Identify and address issues related to the procurement process, escalating unresolved issues to the Supervisor.
- Maintain/improve supplier relationships. Resolves purchasing problems between department and supplier.
- Document supplier performance and complete reviews as required.
- Assist in procurement projects and programs to achieve business goals and continuous improvements of processes.
- Resolve Accounts Payable issues as it applies to supplier deliveries.
- Continually develop market knowledge.

### **QUALIFICATIONS/REQUIREMENTS**

- 3 to 5 years of relevant experience.
- Post-secondary education in Business Administration or similar discipline.
- Professional certification in Supply Chain or Procurement preferred (SCMP)



- Excellent communication skills, both written and verbal.
- Extensive experience in ERP systems.
- Extensive knowledge of MS Office software, esp. Excel, Word, PowerPoint

### **KPI's (only if applicable)**

- Purchase Price Variance of production materials ordered kept within acceptable tolerance as per policy.
- Purchases of services and project materials kept at or below budget.
- On Time Delivery rates for suppliers handled.
- Results of Cost Reduction and Cost Avoidance activities undertaken by the individual.

To apply for this position please visit [www.brandtjobs.com](http://www.brandtjobs.com), Job Opportunities page, and enter the tracking code 9799-046 into the search field or click on this link <https://www.brandt.ca/Careers/Job-Opportunities> to go directly to the page and enter the tracking code,

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted.