



Senior Procurement Advisor

Regina, SK, Canada (Hybrid)

JOB DESCRIPTION

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

This position is a hybrid opportunity and is based in Regina, Saskatchewan.

Federated Co-operatives Limited is seeking a knowledgeable Senior Procurement Advisor who can partner with our Co-op Refinery Complex (CRC) with their service contracts to deliver cost savings, manage supplier relationships, and drive efficiencies. In this role, you'll directly influence how procurement supports business success across our diverse operations.

What you'll do:

- Lead and execute end-to-end procurement processes for assigned business units, including strategy development, sourcing, supplier evaluation, negotiations, and contract award/administration.
- Draft, review, and manage contracts, amendments, and change orders, ensuring alignment with corporate policies, refinery standards, and regulatory requirements.
- Provide expert guidance to stakeholders on procurement strategies, contracting approaches, and cost optimization opportunities.
- Monitor and evaluate supplier performance, ensuring adherence to contractual terms, service levels, safety requirements, and delivery timelines.
- Lead the resolution of disputes, claims, and complex contractual issues, mitigating risk and safeguarding refinery operations.
- Maintain a deep understanding of business unit operations and supplier landscapes to recommend innovative and fit-for-purpose solutions.
- Act as a subject matter expert on procurement processes, systems, and tools, ensuring effective use and adoption across the business.
- Provide feedback to the Procurement Centre of Excellence on process enhancements, training requirements, and emerging procurement opportunities.
- Support the continuous improvement of procurement tools and practices to drive efficiency, compliance, and value delivery.
- Serve as a key partner to internal stakeholders, ensuring procurement strategies align with operational needs and business objectives.
- Lead communication, change management, and training initiatives to support adoption of procurement best practices within assigned business units.
- Mentor junior procurement staff, providing coaching, guidance, and knowledge transfer to strengthen team capability and succession planning.
- Contribute to budgeting, forecasting, and cost management efforts by providing accurate contract spend visibility and identifying savings opportunities.



- Support category strategy development by analyzing supplier markets, benchmarking costs, and identifying sourcing opportunities.
- Actively participate in refinery-wide procurement initiatives and cross-functional projects, ensuring alignment with corporate goals.

Who you'll work with:

The Collaborators: You will work closely and collaborate with the Co-op Refinery Complex (CRC) business unit.

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 6-9 years of relevant progressively responsible experience in Contracts and /Or procurement
- Have a Bachelor's Degree in Business, Commerce, Engineering or a relevant field. A completed Supply Chain Management Association (SCMA) Diploma/Certificate or equivalent (a combination of relevant education and experience may be considered)
- Experience with specific sourcing and contract experience with architectural, engineering and construction projects or equivalent scopes of varying complexity.
- 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

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 November 11, 2025.

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



As this position is considered a position of trust, you may be required to complete a criminal record check in accordance with Federated Co-operative Limited 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.

ABOUT US

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. Our work is guided by our values of integrity, excellence and responsibility and driven by our vision of building sustainable communities together. To learn more about who we are, visit www.fcl.crs.

Learn more and apply [here](#).