



K+S Potash Canada (KSPC) is part of the K+S Group, with headquarters in Saskatoon, Saskatchewan; a solution potash mine and production facility located near Moose Jaw and Regina, Saskatchewan; and a potash handling and storage facility operated in partnership with Pacific Coast Terminals in Port Moody, British Columbia. We acknowledge that our Saskatchewan offices and facilities are located on Treaty 4 and Treaty 6 land. These are the territories of the Cree, Salteaux and Sioux, and the homeland of the Métis people. Our Port Moody operation is located on the land of the Coast Salish peoples, including the Kwikwetlam, Tsleil-Waututh, Squamish and Musqueam First Nations. Our organization is committed to having long lasting and deeply rooted relationships with Indigenous people and communities, and is proud to provide job and business opportunities for local people and businesses.

## **YOUR RESPONSIBILITIES**

Reporting to the Procurement Manager, you will ensure the procurement of goods and services are completed in a cost effective and timely manner. The Senior Procurement Specialist will also provide day to day support and leadership to the Procurement team. The Senior Procurement Specialist will build relationships with internal stakeholders throughout KSPC to ensure that the procurement organization's needs are proactively met. Other duties include - development of innovative sourcing strategies, leading negotiations through to award of Services and Supplies, developing supplier relationships, initiation of non-conformity actions and payment issues and participation in the development and implementation of procurement related procedures.

The Senior Procurement Specialist will be responsible for overseeing guided buying, automated procurement processes and on-time delivery or expediting of goods. The Senior Procurement Specialist will ensure that KSPC's procurement processes are running effectively and timely. The Senior Procurement Specialist will audit procurement processes to ensure internal compliance. Additional responsibilities include, but are not limited to:

### ***Core Procurement Activities***

- Analyzes purchase requisitions and reviews for accuracy and completion
- Issue bid requests to several potential vendors and suppliers
- Review and analysis quotes and secures the most competitive bids
- Oversees overall strategy for the correct method to process purchase requisitions depending on total cost, timeliness, competitive bidding, and existing contracts, based on direction from the Superintendent level
- Take lead role in procurement of strategic and high value orders, outline agreements, and material contracts
- Place orders to procure requisitioned items or services

- Collaborate with department peers to clarify purchase requisitions, identify departmental needs, and refine specifications for future purchase orders and contracts
- Provide or support, when necessary, post award PO/Contract administrative services (expediting, dispute resolution, returns) for internal stakeholders
- Oversee the review and modification of Procurement processes and procedures
- Primary trainer of purchasing procedures to internal departments and external vendors
- Process purchasing and contracting transactions according to local and federal policies and procedures
- Facilitate terms and conditions reviews and negotiations
- Make purchase decisions in accordance with company procedures and regulations
- Supports and advances internal KPI requirements for cost savings, PO cycle time, PO tracking, Inclusion and Diversity (esp. Indigenous Relations) initiatives

### ***Leadership Activities***

- Manages, coaches and mentors team members
- Knowledgeable and compliant with all KSPC policies and procedures
- Ensure direct reports are compliant in training and aware of department policies and procedures
- Constructively resolves issues of internal non-compliance regarding procurement processes
- Defines clear roles, responsibilities, and expectations of Procurement Specialists
- Directs and prioritizes work of the Procurement Specialists and Expeditor
- Assist with writing and revising inventory policies and procedures
- Develops sourcing and buying strategies
- Development & delivery of necessary regular and ad hoc reporting requests
- Act as a resource to others relating to purchasing inquiries
- Build and maintain relationships with internal and external business partners.
- Primary point of contact / customer service for materials management and Operations when issues are escalated from the Procurement Specialist level
- Consistently apply industry best practices to make appropriate recommendations and decisions.
- Ability to handle larger value and more complex purchase orders and contracts
- Ability to support corporate procurement initiatives

### **YOU**

Our company values and recognizes the diversity of the workforce and encourages individuals with the equivalent combination of education and work experience. The ideal candidate will have:

- 5+ years in a leadership role which supported Procurement activities
- 8+ years relevant procurement experience, preferably in a multi plant environment
- College Diploma or University degree in Business, Accounting, Purchasing or related field
- Certification preferred, including one of Supply Chain Certification, SCM Diploma, SCMP Designation, or equivalent

- SAP MM and Ariba experience is a benefit
- Demonstrated leadership and relationship building skills
- High degree of knowledge of purchasing principles including the ability to research, analyze, negotiate, and close various types of purchase efforts within the guidelines of good business and ethical practices
- Strong familiarity with contracting, particularly in terms of long term or large volume purchasing agreements
- Excellent computer skills, including ERPs, Microsoft Office and Outlook
- Ability to work with internal and external suppliers in a professional manner
- Demonstrate the ability to work both independently and within teams
- Must be self-motivated, , results oriented, and able to work under stress of multiple competing deadlines
- Must have strong written and verbal skills
- Knowledge of legislation and regulatory environment as it relates to purchasing and supply chain management
- Must have ability to organize data and information in a coherent way in order to make strategic recommendations for decision

*The preferred location of this position is Saskatoon however, this position could work out of our Bethune (Moose Jaw/Regina) location. Flexible work arrangement may be considered. Relocation assistance to be provided. Relocation to be provided for the successful candidate, if required.*

*Employment is subject to successfully completing KSPC's pre-employment checks which may include criminal record check, education verification, functional fitness evaluation and drug and alcohol testing.*

## **US**

By living our common K+S values across all our locations in the world: We are optimistic about our future, collaborative in building it, and with our entrepreneurial spirit, we aim to dig deeper and reach higher. We remain agile in an ever-changing world. We are innovative, turning obstacles into opportunities – and we do it all in ways that are safe and sustainable, protecting future generations.

We are committed to being a company where every employee can contribute, grow and thrive, and where we reflect the diverse communities in which we live and work. We are working toward a truly inclusive environment, because we know that the amazing array of differences in our backgrounds, competencies, experiences, race, gender, age, beliefs, sexual orientation, identity and their intersections is key to the longevity, sustainability and growth of our organization.

In a career with K+S Potash Canada (KSPC), you can look forward to:

### **Good People and Great Culture**

Be part of a team committed to building an innovative and diverse culture. KSPC is growing our business, delivering exciting new opportunities, and giving back to the communities where we live and work.

### **Challenge and Growth**

We support your growth and potential through professional development, training, and a robust performance recognition program.

### **Valuable Compensation**

Our total target compensation is competitive and benchmarked to the market. We have a Pay-for-Performance philosophy that includes two components: fixed (base) pay, and a short-term incentive (bonus) that rewards employees for their contributions towards corporate, team and individual successes.

### **Supporting Benefits**

Our comprehensive, employer-paid benefits program includes Life, Disability, Health and Dental, as well as competitive Retirement benefits, Employee and Family Assistance Program, paid work time to help out in your community (volunteer with a sports team or a charitable organization of your choice) and more! We offer a Health Spending Account for extras, like more expensive glasses, or a Wellness Account that covers recreational items, like your park camping fees, hunting or fishing license, and your gym membership.

### **APPLY NOW**

Interested candidates can apply through our website - [Current Opportunities - KSPC \(ks-potashcanada.com\)](https://www.kspc.com/current-opportunities)