



# Supplier Quote Administrator

**Job Category:** Supply Chain

**Requisition Number:** SUPPL001335

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## Posting Details

- Full-Time
- Remote
- Saskatoon, SK

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## Job Details

### Description

**Vecima Networks is leading the global evolution to the multi-gigabit, content-rich networks of the future. Our talented people deliver future-ready software, services, and integrated platforms that power broadband and video streaming networks, monitor and manage transportation, and transform experiences in homes, businesses, and everywhere people connect. We help our customers evolve their networks with cloud-based solutions that deliver ground-breaking speed, superior video quality, and exciting new services to their subscribers. Learn more at [vecima.com](http://vecima.com).**

### Position Summary:

The Supplier Quote Administrator is responsible for RFQs, subsequent data updates to the ERP and posting of contracts within the contract management system. This role supports the qualification and generation of new suppliers within Vecima's supply chain. Effective collaboration with an external 3<sup>rd</sup> party partner will further develop and build upon Vecima's ESG program.



Critical thinking and effective internal and external communication will allow the Supplier Quote Administrator to drive continuous improvement within the supply chain.

**Duties include (but are not limited to):**

- Prepares and executes RFQ's
- Identifies expired or missing quotes
- Sends out information requests to new/prospective suppliers and gathers information to prequalify
- Identify new prospective suppliers as required
- Maintain the supplier card database, ensuring cards are up to date and accurate
- Maintain Supplier Contract database, posting new contracts and reviewing expiring contracts for renewal
- Supports Vecima's ESG (environmental, societal, governance) program, working with 3<sup>rd</sup> party partner
- Works with the financial operations team to update standard costs
- Perform support functions such as data entry, reporting, posting files to share point
- Supply Chain administration of file cloud web portal
- Performs other duties as required.

**Position requirements:**

- Diploma or designation in Supply Chain Management or a related discipline is an asset
- 2-3 years of related experience
- Membership with APICS, SCMA or other Supply Chain professional organizations is an asset.
- Experience working in a fast-paced manufacturing environment, preferably within the electronics industry.
- Experience working with an ERP system (Oracle is an asset).
- Strong proficiency with Microsoft Office (Excel, Word, Outlook)
- Exhibit time management, accuracy and critical thinking skills to prioritize responsibilities.
- Strong verbal and written communication skills – Ability to clearly and concisely convey information through emails, dialogue, phone calls and other correspondence
- Excellent organizational skills - ability to multitask and effectively prioritize and perform tasks efficiently.



- Strong self-starter with the ability to work with various teams to achieve results and meet targets in a fast-paced environment
- Analytical, problem solver - ability to identify, evaluate and effectively resolve problems
- Develop strong working relationships with internal and external stakeholders
- Actively looks for opportunities to improve processes through continuous improvement and best practice

At Vecima, everyone contributes and makes an impact. We foster an open, caring, and innovative work environment where creativity and communication thrive. We always strive to be our best and recognize achievements and wins that fuel individual and company growth. Together, we create the breakthroughs that lead the industry forward.

Vecima offers a competitive compensation and benefits package and strives to provide a challenging work environment that can foster skill development and personal career growth for all employees.

*We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

We are fueled by the innovation, leadership, and passion of today's top talent. If you are looking for a challenging and rewarding career as a Supplier Quote Administrator we want to hear from you!

**[Apply now!](#)**