



## Supply Chain Specialist

The Canadian Light Source Inc. (CLSI) is a national research facility of the University of Saskatchewan. CLS produces very bright light to explore the nature and structure of molecules, and serves national and international users from academia, industry, and government institutions.

CLSI is now accepting applications for a Supply Chain Specialist within our Finance Department. The Supply Chain Specialist holds primary responsibility for the processes of procurement, shipping/receiving, inventory control, and procurement contract administration. The position requires an exceptional level of customer service to be provided to our key end-users and stakeholders through the optimization of processes and systems.

### Responsibilities:

- Plays a lead role in the development and implementation of supply chain management initiatives to ensure effective and efficient procurement of goods and services for the CLS.
- Plays a lead role in the development and implementation of initiatives to ensure effective inventory control procedures and practices are followed and in place to ensure facility operational excellence.
- Collaborates with departments for ongoing demand forecasting, and provides appropriate support and communication as required.
- Prepares and submits tenders, consults with suppliers and reviews quotations; coordinates evaluation of cost and quality of goods or services and makes recommendations consistent with established limits and guidelines.
- Maintains a vendor evaluation system, conducts periodic reviews, and coordinates with vendors to help improve their performance.
- Provide expediting and customs documentation oversight to the incoming and outgoing materials.
- Negotiates procurement contract terms and conditions, awards supplier contracts, or recommends contract awards of a more complex nature.
- Establishes delivery schedules, monitors progress and contacts clients and suppliers to resolve problems ensuring materials and labour are appropriately delivered and received on schedule.
- Prepares and maintains various reports on the progress of work, materials used, rates of production and other operational and accounting information, using manual or computerized systems.
- Seeks continuous improvement of Supply Chain process, applicable procedures, and related systems to better serve the Finance Department's and the organization's needs.
- Develops position objectives of direct reports, and assigns and monitors work accordingly. Provides feedback and guidance as needed.

### Required Qualifications:

- A relevant undergraduate degree, specifically in Business or Commerce.
- A minimum of 5-7 years of related experience.
- Supervisory or leadership experience of a procurement/supply chain function is considered an asset.
- Completion of the Supply Chain Management Association of Canada professional designation program (S.C.M.P.) would be an asset.
- Experience with ReQlogic and Microsoft Dynamics GP is an asset.

**Remuneration:** Remuneration will be commensurate with qualifications and experience. A comprehensive benefits package, including supplemental health & dental, life insurance, pension plan, and four weeks' vacation is part of a competitive compensation package.

**To Apply:** Submit a resume, cover letter, and references, in confidence, online at [www.lightsource.ca/careers](http://www.lightsource.ca/careers). Applications will be accepted until the position is filled. While all applicants are thanked for their interest, only short-listed candidates will be contacted.

*Canadian Light Source Inc. is an equal opportunity employer and encourages members of designated groups (women, Indigenous people, people with disabilities and visible minorities) to self-identify on their applications.*