

Job Description – Procurement Specialist (Finance)

Position Description

Position title	Procurement Specialist (Vendors)
Location	Remote
Reports to	Director Compliance, Facilities & Procurement
Direct reports	N/A
External Stakeholders	Key Vendors
Travel requirements	N/A

Position purpose

The Procurement Specialist is responsible for developing and executing vendor procurement strategies that align with WCG objectives. This role oversees vendor procurement through collaboration with key colleagues within WCG, while identifying and evaluating potential vendors. The Procurement Specialist seeks to understand existing procurement strategies and contracts with the aim of centralizing the process and works with key partners to manage the procure-to-pay process including budget management and contract compliance. Additional responsibilities include tracking key contract renewal dates to proactively address renewals/cancellations as required, creating and maintaining a vendor register and maintaining relationships with existing Vendors.

Success measures

Customer/Community Collaborator Satisfaction	<ul style="list-style-type: none"> • Successful relationships with colleagues, vendors and suppliers • Collaboration with all departments to understand products and services being utilized
Financial Performance	<ul style="list-style-type: none"> • Negotiation of vendor terms and pricing agreements to achieve favourable terms • Cost efficiencies achieved
Operational Performance	<ul style="list-style-type: none"> • Timely reports on key procurement and performance indicators • Timely notification regarding renewals and compliance obligations • Efficient, accurate and effective processes reflecting best practices • Coherent records of contracting services, assisting the business to review performance and strategize priorities

Core Responsibilities

Vendor Procurement	<ul style="list-style-type: none"> • Work with key stakeholders to identify needs • Lead Vendor Procurement procedure and involve key internal stakeholders in process • Negotiate contract terms and pricing agreements to achieve favourable terms (in partnership with contract team and the program area Subject Matter Experts (SME)) • Monitor activity during implementation of vendor services when applicable and report out on key metrics when applicable
Vendor Management	<ul style="list-style-type: none"> • Maintain a vendor registry and monitor for key dates • Ensure accuracy and completeness of contract records, including terms, conditions and expiration dates • Proactively work with key stakeholders prior to contract end dates to determine future needs (i.e. renewal, RFP, discontinue) • Build and Maintain relationships with vendors • Monitor Vendor contracts to ensure compliance with terms, conditions and regulatory requirements • Liaise with vendors on enhancements/add-ons/user # changes • Coordinate meetings with Vendors and WCG SMEs relating to new product offerings and other opportunities
Coordinate Internal Approval	<ul style="list-style-type: none"> • Follow internal Approval Matrix guidelines and seek further approval when required • If needed, build a business case with help from key SMEs to support approval request from WCG/APM
Cost Management	<ul style="list-style-type: none"> • Monitor spending vs contracts on implementation and note any variances for further discussion with Finance team and other key stakeholders • Coordinate sign-offs on progress invoices on implementations
Operational Performance	<ul style="list-style-type: none"> • Ensure timely and accurate services for all stakeholders • Ensure obligations and timelines are met • Deliver professional operational support, think laterally, show drive and initiative in approach with the ability to lead teams to influence and engage across a diverse range of stakeholders • Embrace a culture of continuous improvement
Budget	<ul style="list-style-type: none"> • Work with FP&A manager in advising on costing for budgets/RFPs
Continuous Improvement	<ul style="list-style-type: none"> • Identify opportunities to streamline procurement and contract management processes • Help identify and test suitable procurement tools as required

Capabilities and experience

- Bachelor's degree (or equivalent) from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or closely related field
- 3+ years of professional experience in a similar Procurement role
- Strong verbal and written communication skills
- Strong understanding of MS Excel, MS Word and other relevant tools
- Strong data management skills
- Experience negotiating contracts
- Project Management Experience
- Budget Management Experience
- Ability to work to tight deadlines and to plan and prioritise your own workload, act on own initiative and effectively manage a multi-faceted workload
- Ethics and values focused
- Strong analytical and problem-solving mindset
- Self-motivating and ability to work remotely



When printed this document is **UNCONTROLLED** refer to the electronic system for the latest version

WCG is strengthened by diversity. We are committed to achieving a workplace that is equitable and representative of Canada's diverse population. We actively work to attract, develop, and retain employees from diverse and equity-deserving backgrounds who have exceptional ability and the desire to make a difference. We continuously strive to support individual needs and differences in a work environment that is built on inclusivity and respect for everyone.

WCG is committed to providing an accessible, barrier free recruitment and selection process. If contacted for an employment opportunity, please advise us if you require accommodation in advance of any part of the recruitment and selection process.

Position: Procurement Specialist	Owner: Finance	Publish Date: 2025-02-06	Page 3 of 3
----------------------------------	-------------------	-----------------------------	--------------------