



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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Sr. Analyst, Purchase-to-Pay (P2P) Adoption

Job ID	200752-en_US-7381	
Web Address	https://careers.indigenous.link/viewjob?jobname=200752-en_US-7381	
Company	Scotiabank	
Location	Toronto, ON	
Date Posted	From: 2024-06-20	To: 2050-01-01
Job	Type: Full-time	Category: Finance

Description

Requisition ID: 200752

Join a purpose driven winning team, committed to results, in an inclusive and high-performing culture. Contributes to the overall success of Global Procurement Services department serving the global enterprise ensuring specific individual goals, plans, initiatives are executed / delivered in support of the team's business strategies and objectives. Ensures all activities conducted are in compliance with governing regulations, internal policies and procedures. Is this role right for you In this role you, will:

- Champions a customer focused culture to deepen client relationships and leverage broader Bank relationships, systems, and knowledge.
- Applies knowledge of procurement best practice and general business practice to enable transactions with suppliers on Scotiabank's Purchase to Pay (P2P) systems that is consistent with Procurement Policy and Procedures, and other related policies.
- Communicates and provides education about the improved controls and efficiency gains of migrating to official Scotiabank P2P technology platform(s). Maintains P2P self-guided training material on SharePoint sites.
- Conducts analysis to understand the purchasing behaviors of business units for existing suppliers and contracts to prepare for migration of the purchasing process to a P2P technology platform (E.g. Coupa).
- Recommends and enables the invoicing approach (i.e. online portal, cXML, CSV, other) that aligns to the supplier billing capabilities. Works with the technology team to implement integrated invoicing options otherwise facilitates the manual invoice entry.
- Interacts with business unit employees and suppliers for P2P platform onboarding, catalog setup & maintenance, training, and initial purchase order issuance.
- Prepares Standard Operating Procedure (SOP) documentation and follows procedures accordingly to ensure data quality and consistent delivery of service according to established Operating Level Agreements (OLAs).
- Prepares Problem Resolution Procedure (PRP) documentation and follows procedures accordingly for efficient and consistent resolution of common problems to be solved or further escalated.
- Performs root cause analysis of issues escalating to Manager/Sr Manager.
- Escalates issues to manager, suppliers, or other internal stakeholders and tracks to resolution.
- Prepares reports that monitors P2P business unit and supplier enablement KPIs.
- Participates and assists in cross-functional initiatives.
- Based on the user feedback, act as advisor to identify opportunities for system/process improvements.
- Understands how the Bank's risk appetite and risk culture should be considered in day-to-day activities and decisions.
- Actively pursues effective and efficient operations of his/her respective areas in accordance with Scotiabank's Values, its Code of Conduct and the Global Sales Principles, while ensuring the adequacy, adherence to and effectiveness of day-to-day business controls to meet obligations with respect to operational, compliance, AML/ATF/sanctions and conduct risk.
- Champions a high-performance environment and contributes to an inclusive work environment.

Do you have the skills that will enable you to succeed in this role - We'd love to work with you if you have:

- College Diploma or University Degree in related field.
- 3+ years of project management, business administration, business analysis, data analysis, business process improvement, and/or business help desk, operations experience.
- Experience with Coupa (preferred), Icertis, ServiceNow or other procurement and service software is desirable.
- Strong interpersonal and communication skills, both written and oral, with demonstrated expertise in interacting with all levels of management. Spanish would be an asset.
- Highly proficient with Microsoft Office (Word, PowerPoint) and Excel (able to write formulas, effectively use lookup & references functions, logical functions, and text functions at a minimum).
- Experience in business analysis is an asset.
- Detail orientated, strong analytical skills, and data collection and manipulation experience.
- Strong relationship building and influencing skills to develop and maintain effective partnering relationships with key stakeholders.
- High level of self-motivation and initiative, and ability to operate effectively as a team player.
- Demonstrate effective time management and priority setting skills.
- Experience with cleaning, transforming, and visualizing large data sets working with various data formats.
- Demonstrate Project Management skills.
- Experience with data visualization tools and dashboard creations is desirable.

What's in it for you

- The opportunity to join a forward-thinking company surrounded by a collaborative team of innovative thinkers.
- A great opportunity for a position in Global Procurement Services at one of the leading Banks in the segment.
- A rewarding career path with diverse opportunities for professional development.
- Internal development to support your growth and enhance your skills.
- A competitive compensation and benefits package.
- An organization committed to making a difference in our communities; for you and our customers.
- We have an inclusive and collaborative working environment that encourages creativity, curiosity, and celebrates success!

This position is located Downtown Toronto

Location(s): Canada : Ontario : Toronto

Scotiabank is a leading bank in the Americas. Guided by our purpose: "for every future", we help our customers, their families and their communities achieve success through a broad range of advice, products and services, including personal and commercial banking, wealth management and private banking, corporate and investment banking, and capital markets.

At Scotiabank, we value the unique skills and experiences each individual brings to the Bank, and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation (including, but not limited to, an accessible interview site, alternate format documents, ASL Interpreter, or Assistive Technology) during the recruitment and selection process, please let our Recruitment team know. If you require technical assistance, please [click here](#). Candidates must apply directly online to be considered for this role. We thank all applicants for their interest in a career at Scotiabank; however, only those candidates who are selected for an interview will be contacted.

For more information, visit Scotiabank for Sr. Analyst, Purchase-to-Pay (P2P) Adoption