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:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Vendor Analyst

Job ID	**240330-en_US-8473**	
Web Address		
https://careers.indigenous.link/viewjob?jobname=240330-en_US-8473		
Company	Rogers	
Location	Toronto, ON	
Date Posted	From: 2021-07-26	To: 2050-01-01
Job	Type: Full-time	Category: Telecommunications

Description

<p>Come play a key role in building the future of Sports & Media! Everyone wants to be part of a transformational team – and that’s exactly what we’re building at Rogers Sports & Media. A team that innovates and a team that wins.</p><p>At Rogers Sports & Media we are committed to creating and growing teams that are digital-first, fast-moving and bold-thinking and are focused on delivering impact with everything they do. Our impressive collection of assets includes media properties, sports teams, sports events & production, venues, e-commerce platforms and a close connection with our Connected Home and Wireless team. Collectively, we touch 30 million of Canadians every month!</p><p>Not only is our business strong, but so is our culture. We genuinely care about each other and working in an environment that allows each of us to bring our best authentic selves to work. That starts with our firm commitment to a diverse, inclusive and safe workplace. We’re also dedicated to giving back by using our media megaphone to help Canadians who need it most. Our team is All IN on diversity and inclusion – find out more at www.allinforequity.ca.</p><p>As we grow our team, the well-being of our team members remains our top priority. To ensure the health and safety of our team members, including those in the recruitment process, our team members are temporarily working from home.</p><p>Are you up for the challenge and the fun If so, consider the following opportunity!</p><p>We are looking for a Vendor Analyst which is a key position in the Rogers Digital Media team whom will support the procurement and vendor relationship process.
 </p><p>This role supports both the 3rd Party vendor manager and internal stakeholders (Radio, TV, Sportsnet, procurement and finance etc) to ensure the smooth and timely acquisition of products and services, contract renewal and cost analysis. This includes new vendor setup in our systems, the issuance and monitoring of purchase orders, cost splits and allocations, proper cost coding, and follow ups on invoices with Accounts

Payable and vendors, with a focus on compliance, timeliness, and accuracy.
 </p><p>This role also requires the individual to understand Roger’s procurement contracts and policies to assist with contract compliance, payment validation, as well as finding opportunities for efficiencies to optimize third party spend.
 </p><p>Accountabilities:</p>
New vendor set-up and vendor maintenance in the financial system (Ivalua, Oracle).
Creation, monitoring and communication (internally and externally) of department, RSM Purchase Orders.
Liaison with finance for internal allocation of costs as appropriate.
Validate and process invoices for all services and send them to Accounts Payable in a timely manner in accordance with signature of approval policies and deadlines.
Organization of files (invoices, purchase orders, relevant emails) in a central repository for ease of communication and sharing of information.
Create and champion process improvements for: Invoicing & purchase orders between departments; the organization of SharePoint sites; and the effective utilization of all reporting functionality in Oracle related to Purchasing and Accounts Payable
Ensure the Digital Media and its vendors are in compliance with security, software and technology licenses, cloud agreements, SLA’s and warranty. Optimize as appropriate.
Recommend effective license strategy options during the acquisition of licenses, support and related agreements.
<span style="font-family:Arial, Helvetica,

sans-serif">Assist in estimating costs (license related) during the planning process; facilitate licensing audits and coordinate remediation activities when necessary.
Provide the Manager, Procurement as well as Finance with ad-hoc support as required.
Track usage forecasts and make recommendations on action as appropriate.
<p>
Skills and Qualification:</p>
Post-Secondary school in a relevant discipline or a combination of education, training and experience deemed to be equivalent
Solid experience in strategic procurement and contracting environment
Ability to build and manage strong supplier relationships
Working knowledge of Oracle modules
Working knowledge of ivalua or other reporting tools is an asset
Working knowledge of basic accounting practices and principles
Good understanding of technology as it relates to digital landscape, TV, Radio and streaming
Command of all Office products (Outlook, Word, Excel, Powerpoint)
<span style="font-family:Arial, Helvetica,

sans-serif">Basic Accounting knowledge as it applies to Procurement, Accounts Payable, Cash, Capital, and Projects
Understanding of Digital Media and IT Vendor Management and Procurement policies and processes
Clear communication whether written, verbal, or electronic
Detail oriented, logical thinker with a high degree of organization
Motivated, self-disciplined individual with an ability to operate with limited direction and supervision
Able to work understand and work closely and collaboratively with the Project Management Office, Finance and Legal
Results driven, high degree of accuracy, and thoroughness
<p> </p><div> </div><div>What makes us different makes us stronger. Rogers has a strong commitment to diversity and inclusion. Everyone who applies for a job will be considered. We recognize the business value in creating a workplace where each team member has the tools to reach their full potential. At Rogers, we value the insights and innovation that diverse teams bring to work. We work with our candidates with disabilities throughout the recruitment process to ensure that they have what they need to be at their best. Please reach out to our recruiters and hiring managers to begin a conversation about how we can ensure that you deliver your best work. You matter to us! For any questions, please visit the Rogers FAQ.</div><div>
Schedule: Full time</div><div>Shift: Day</div><div>Length of Contract: Not Applicable (Regular Position)</div><div>Work Location: 1 Mount Pleasant (083), Toronto, ON </div><div>Travel Requirements: None</div><div>Posting Category/Function: Digital & Program Management</div><div>Requisition ID: 240330</div><div> </div><div>Posting Notes: Digital

Media </div>

For more information, visit Rogers for Vendor Analyst