



# 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

Date Printed: 2024/05/03

## Bilingual Senior Procurement Analyst (multiple Locations)

<b>Job ID</b>	<b>43-23-BF-A8-7E-51</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=43-23-BF-A8-7E-51">https://careers.indigenous.link/viewjob?jobname=43-23-BF-A8-7E-51</a>	
<b>Company</b>	Canada Mortgage And Housing Corporation (CMHC)	
<b>Location</b>	Ottawa, Toronto, Montreal, QuÃ©bec, Halifax, Calgary, Edmondton, Winnipeg, Saskatoon And Vancouver, Across Canada	
<b>Date Posted</b>	From: 2018-12-11	To: 2019-01-07
<b>Job</b>	Type: Full-time	Category: Miscellaneous
<b>Languages</b>	Bilingual (English And French)	

### Description

Job Requisition ID: 3137

Primary Location: Ottawa, Ontario

Other Location(s): Toronto, Montreal, QuÃ©bec, Halifax, Calgary, Edmonton, Winnipeg, Saskatoon and Vancouver

Sector: Finance

Language Designation: Bilingual

Language Skill Levels (Read/Write/Speak): CBC

Salary Range: \$62482 to \$78102

Position Status: Permanent Full Time

Security Requirement: Reliability Status

Travel Requirement: Travel not required

Canada Mortgage and Housing Corporation (CMHC) helps Canadians meet their housing needs. As Canadaâ€™s authority on housing, we contribute to the stability of the housing market and financial system, provide support for Canadians in housing need, and offer objective housing research and advice to Canadian governments, consumers and the housing industry. Prudent risk management, strong corporate governance and transparency are cornerstones of our operations. Our work matters to a great many people and our employees matter to us.

Bring your negotiating skills as well as your corporate procurement expertise to this Senior Procurement Analyst position.

Internal movement has created a permanent full-time opening on the Procurement team. Reporting to the Team Leader of Procurement Services, the Senior Analyst will be ensuring the execution of strategic sourcing, planning and sourcing strategies for business lines and content administration related to medium to large sourcing activities. The incumbent will also be responsible for providing expertise and support to internal clients on CMHCâ€™s contracting policies and procedures.

This position is based in Ottawa; however, there is a possibility that the successful candidate can work from another CMHC office location or from home.

The intent of this advertisement is to identify and assess qualified candidates to staff both current and future permanent and contract positions within the division.

### How You Will Be Contributing

- \* Providing industry-specific expertise on procurement and sourcing strategies to assigned business lines (i.e. during the review of goods or services specifications, the evaluation of vendor responses, the negotiation process, and the monitoring of vendors performance).
- \* Establishing, managing and supporting service level agreements as well as operating level agreements with assigned business lines (e.g., turnaround times, lead times needed).
- \* Coordinating the RFx process, and negotiating contracts with the objective of obtaining best value for CMHC.
- \* Supporting business lines to ensure they achieve their business objectives through effective use of procurement and sourcing strategies.
- \* Recommending and negotiating changes in procurement approach or content to clients and approving the

procurement activity as appropriate.

- \* Managing upstream procurement content and strategic supplier relationships, including during the supplier pre-qualification process, and while resolving issues and disputes.
- \* Implementing processes to monitor contract performance, and proactively addressing issues/ inquiries with the intent of mitigating risks.
- \* Conducting vendor analyses and preparing various reports related to vendor performance management (KPIs).
- \* Providing input and recommendations on procurement policy/procedures for improvements.
- \* Performing any other duties as assigned by the Team Leader.

#### What We Are Looking For

- \* A commitment to demonstrating CMHC values.
- \* Bachelor's degree, preferably in Business Administration, Finance, Accounting, Operations Management or in a related field.
- \* Minimum 5 years of relevant work experience and increasing responsibilities OR an equivalent combination of education and experience.
- \* Advanced knowledge of supply and contract management/governance.
- \* Strong knowledge and experience in negotiating various types of contracts (i.e. IT (Hardware, Software), construction, leasing and renting, professional services, supplies, telecommunications equipment, HR contracts, etc.).
- \* Demonstrated experience in providing strategic advice and expertise to clients throughout all phases of the procurement process.
- \* Demonstrated experience in preparing, managing, and monitoring Requests For Proposals (RFPs), contracts, tenders and agreements for contracts valued over \$600,000 dollars.
- \* Demonstrated experience in interpreting vendors' contract terms and conditions and adhering to procurement policies, methods and procedures in place.
- \* Advanced level experience in using a variety of computer software and database applications.
- \* Strong written and oral communication skills, including the ability to speak and write clearly, succinctly and persuasively with/for a variety of audiences.
- \* Ability to effectively negotiate and interface with vendors regarding equipment pricing and contract management terms and conditions.
- \* Strong organizational skills and ability to manage stress and several ongoing and competing tasks / demands.
- \* High level of interpersonal skills (tact, judgement, diplomacy).
- \* Ability to research issues, analyse problems, synthesize information and make recommendations.
- \* Ability to work independently with minimal supervision, as well as part of a team.

#### Assets:

- \* Post graduate degree(s) in the fields noted above and/or relevant professional procurement designations or certifications (e.g. Supply Chain Management Professional Designation (SCMP), Certified Supply Chain Management Professional (CSCMP)).
- \* Experience in creating and executing high level corporate supplier contract agreements.
- \* Experience in working with Microsoft Dynamics software.
- \* Project management work experience.

#### Competencies

Thinking Analytically/ Assessing and Managing Risk/ Building Collaborative Relationships/Meeting Client/Stakeholder Needs/ Communicating Effectively

#### What CMHC Has To Offer

- \* Results-Only Work Environment (ROWE)\*
- \* Competitive Total Compensation package
- \* Competitive Annual Salary
- \* Comprehensive flex benefit program
- \* Defined Benefit Pension Plan
- \* Eligibility for Performance Bonuses
- \* In-house learning and development opportunities
- \* Career Growth Opportunities
- \* Employee and Family Assistance Program (EFAP)
- \* Various onsite amenities

\*ROWE involves a cultural shift away from managing people to managing work. Employees have full autonomy and accountability to choose when and where to work in order to be efficient, effective, and achieve results.

### **How to Apply**

APPLY today

This job posting will be active until 11:59 pm EST on January 6, 2019; however, the competition may remain active until a successful candidate has been chosen.

To Note

- \* Your application must clearly demonstrate how you meet the requirements as CMHC cannot make assumptions about your education and experience.
- \* Selected candidates may be required to do a presentation or assessment as part of the interview. If so, they will be advised in advance. In the event that tests are administered, candidates will also be advised in advance.
- \* We sincerely thank all candidates for their interest, however, please note that only those applicants selected for further consideration will be contacted.
- \* If selected for an interview or testing, please advise us if you require an accommodation.
- \* Candidates who do not meet all of the position requirements may be considered in an under-fill capacity, in which case the person will be hired at a lower salary range than is advertised for this position.
- \* All applications submitted to this competition will be kept for a six (6) month period and may be considered for future related vacancies at CMHC.
- \* Candidates must be eligible for Reliability Clearance.
- \* Second Language Proficiency levels are defined as follows:

A = Beginner Level

B = Intermediate Level

C = Advanced Level

E = Exempt

P = Specific Language Skills

Diversity

CMHC is an employer that values diversity and encourages the learning and use of both Canada's official languages. CMHC is committed to employment equity and actively encourages application from women, Indigenous people, persons with disabilities and visible minorities