



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.Link's 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: 2024/05/07

Vendor Manager (15-month Contract)

Job ID	44-A2-77-C6-34-24	
Web Address	https://careers.indigenous.link/viewjob?jobname=44-A2-77-C6-34-24	
Company	McCarthy Tetrault	
Location	Toronto, Ontario	
Date Posted	From: 2022-10-24	To: 2022-12-23
Job	Type: Fixed-term	Category: Law
Languages	English	

Description

Our Vendor Management Office (VMO) is currently seeking a Vendor Manager. This is a 15 months, full-time contract based in our downtown Toronto office. McCarthy Tetrault employees benefit from a hybrid work environment.

As a Vendor Manager, you will :

- Manage key vendor relationships, including developing relationships and leveraging vendors as a source of innovation and growth, optimizing costs and ensuring vendor performance.
- Partner with internal clients to evaluate, identify and recommend vendors and products aligned with business needs.
- Lead, develop and guide the execution of RFP, RFI, RFQ and other sourcing strategies in accordance with VMO policies.
- Collaborate with all functional groups to ensure business requirements are captured and represented in contractual documentation.
- Create, review and negotiate contracts, SOWs, and License Agreements, recommending changes in accordance with the Firm's preferred terms, liaising with Legal department to coordinate legal review and ensuring the appropriate process is followed both internally and externally.
- Seek out, recommend and drive cost-savings initiatives.
- Perform detailed Spend, Total Cost of Ownership, and other analysis and market research to support the sourcing process.
- Make procurement recommendations to internal clients, including new sourcing areas to look at and review based on future opportunities for cost reduction, process improvements and new services/supplies available.
- Manage vendors through scorecards and other tools of performance and risk management, including quarterly vendor performance reporting.
- Manage and monitor contracts for compliance throughout the Contract Lifecycle.
- Coordinate contract database on a daily basis; run searches in SharePoint.

Experience

As our ideal candidate, you will have:

- A minimum of 7 years of relevant vendor management experience in a corporate setting.
- Post-secondary education and/or certification relevant to the Vendor Management profession.
- Experience leading cross-functional projects including the ability to influence without authority and communicate effectively at all levels of an organization.
- Strong understanding of contract governance and management. IT contract management experience is an asset.
- Proven negotiation skills.
- Exceptional technical ability, including strong skills with MS Office and MS Project. Experience with SharePoint is an asset.
- The ability to handle tight deadlines with strong organization, work management and time management skills.
- Demonstrated ability to find creative solutions to contractual issues to reach a resolution, taking a pragmatic approach to balance legal risks against business interests.
- Understanding of Project Management methodology.
- Solid financial and analytical aptitude.
- Legal drafting experience is an asset.
- Bilingualism (French/English) is an asset.

Work Environment

As a member of the McCarthy team, you will have access to:

- Outstanding benefits from day one, including insurance premiums paid by the Firm.
- Competitive compensation.
- A commitment to professional development and growth opportunities for our people at all levels, supported by a culture that fully embraces and encourages two-way feedback.
- Strong community involvement and a commitment to equity, diversity and inclusion.
- A collaborative, cohesive culture that connects lawyers and business teams through collective purpose.

How to Apply

Click "Apply Now"

We invite you to submit your application to careers@mccarthy.ca. We thank all applicants for their interest in McCarthy Tetrault; however, only chosen applicants will be contacted. We regret that we are unable to respond to individual inquiries about application status. McCarthy Tetrault is an equal opportunity employer that fosters an inclusive, equitable, and accessible environment. Please notify us if you require accommodation at any time during the recruitment process.