

TITRE DU POSTE	Strategic Sourcing Specialist	
DIVISION/DEPARTMENT	Procurement	
LOCATION	Montreal	
REPORTS TO	Director Procurement & Logistics	
CAREER LEVEL	P3	
NO. OF DIRECT REPORTS	0	
SUMMARY	The job holder is responsible for developing and supporting strategic procurement activities. He/she participates in identifying the needs of its internal clients and directs the negotiations until the signing of the contractual agreements.	
QUALIFICATIONS	EDUCATION	<ul style="list-style-type: none"> Bachelor's degree in Engineering, in Management Systems, in Administration, or equivalent.
	TECHNICAL	<ul style="list-style-type: none"> Advanced knowledge of the Windows environment and the MS Office application suite (Outlook, Excel, Word and PowerPoint); Practical knowledge of ERP software (Oracle, SAP, etc.), an asset;
	EXPERIENCE	Minimum five (5) years of experience in negotiating and drafting supply agreements;
KEY COMPETENCIES	<ul style="list-style-type: none"> Analytical mindset, initiative, and strong communication skills; Results orientation; Solid grasp of the logistic, financial and economic aspects of the job; Outstanding negotiating abilities; Collaborative approach and sense of priorities; Integrity and accountability; French and English proficiency (spoken and written); Availability to travel (approximately 5-10%). 	

<p>KEY RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Participate in the analysis of the goods and services procurement needs of internal clients; • Develop business relations with the suppliers/vendors; • Recommend the best procurement sources; • Determine the best negotiating strategies in order to meet the internal clients' needs as adequately as possible and to generate cost savings; • Draft recommendations related to the awarding of contracts; • Prepare tender documents, evaluate the submissions received, negotiate the prices, terms and conditions of the contracts and master agreements; • Consult with the Legal department to ensure the compliance of the contract documents; • Administer the contracts and agreements, ensure that they are adhered to and intervene if any deviation/discrepancy arises; • Keep the contracts and agreements database updated, follow up on contracts and renew those that are due to expire; • Evaluate and measure suppliers' performance; • Participate in the development and continuous improvement of the supply chain processes; • Work in close collaboration with the other members of the procurement team; • Make a contribution in improving the processes, procedures and tools used by the service; • Perform any other duties as required
<p>TRAVEL</p>	
<p>REFERENCE</p>	
<p>APPROVED BY</p>	<p>DATE :</p>