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Role: Contract Manager

What role you will play in our team

As a Contract Manager, you will be in charge of portfolio of agreements that supports Craft Labour category while assuring the supply of orders for business continuity, at the best total cost of ownership.

What you will do

- Develop and implement category specific strategic and commercial guidance in conjunction with business plans and objectives
- Coordinate with category manager to identify and implement best practices
- Develop, implement and steward category plans focused on delivering integrated value by using levers across the value chain to deliver results
- Develop and manage medium to large scale agreements to ensure continuity of the business
- Leverage market intelligence (benchmarking) to enhance effectiveness of commercial decisions
- Apply creative thinking in developing commercial strategies that will enhance value creation
- Achieve improvements in supplier cost, delivery and quality in accordance with appropriate procurement strategies

- Effectively negotiate and provide sound procurement recommendations based on rigorous analysis and knowledge of market
- Interface with business line management
- Manage supplier community relationships per strategy and execution plans
- Communicate Procurement strategies to Area Procurement Manager (APM) and Supervisor
- Support development and execution of Procurement Value Integration Plans (VIPs) assisting Area Procurement Manager
- Develop and maintain positive working relationships and conduct business in a confident, objective, and diplomatic manner
- Negotiate contract pricing and terms & conditions directly with suppliers while working with internal stakeholders, seeking lowest total system costs and appropriate mitigation of supply and legal risk
- Execute PtP processes in full compliance with Sourcing & Acquisition Handbook and CIMS catalogs
- Fully leverage Procurement processes and tools to ensure most effective procurement method is utilized
- Maintain agreement portfolio: scope updates, pricing, Exhibits, amendments
- Build effective benchmarking metrics and should cost models to promote high impact commercial strategies
- Lead case for change in commercial arena by seeking opportunities to leverage EM scale and exercising courage of conviction in promoting unconventional/fit for purpose, fit for risk strategies
- Influence development and implement Category strategic and commercial guidance; shares portfolio specific market intelligence to Category Networks

About you

Skills and Qualifications

- Business undergraduate degree or master or college Diploma in Business related discipline
- SCMP designation is a plus

Preferred Qualifications/ Experience

- Minimum of 5 plus years of relevant experience with a focus in category management/strategic sourcing
- Commercial expertise: industry and market knowledge
- Analytical skills / understanding of total system cost and should cost concepts
- Self-motivated with the ability to motivate others and influence decisions
- Effective self-starter
- Strong analytical, leadership, problem solving and communication skills
- Effective negotiation, advocacy and influencing skills
- Team player with excellent interpersonal skills
- Flexible and eager to learn
- Strong knowledge of purchase to pay process

Start date: ~September 2024

Location: Calgary, AB

Your Benefits

- A company committed to career growth - we recruit those who are interested in a career with Imperial and prefer to develop and promote people from within. Our career management process means that you will likely perform a number of unique, challenging roles during your career.
- Commitment to safety, ethics & continuous improvement - these standards are the reason Imperial is an industry leader. You will work for a company that upholds safety and ethics ideals and continues to seek out ways to improve.
- Exceptional benefits program - includes competitive salary plus savings, pension, and health care plans that you can customize to meet your individual needs. Educational and physical fitness financial assistance programs round out our benefits package.
- Competitive vacation package - provides you with three weeks of vacation (the first year is pro-rated based on your hiring date), one scheduled Friday off per month and 12 holidays.

- Flexibility looks different for everyone, which is why we have many programs to help employees balance their work and personal life. Programs include: Flex Your Day, childcare partnerships and part-time and job-sharing arrangements.
- Successful networking and mentoring programs - enables you to spend time with managers from across the organization to learn about other departments and opportunities. These programs also allow you to connect with peers at a similar experience level.
- Opportunity to participate in Employee Led Resource Groups: Women's Interest Network (WIN), Indigenous Network (IN), Black Employee Success Team (BEST), Asian Connection for Excellence (ACE), Global Organization for the Advancement of Latinos (GOAL), PRIDE, and the Veterans Advocacy and Support Team (VAST)

Other Considerations

- We thank all those who apply; however, only those candidates selected for interviews will be contacted.
- For applicants selected to be interviewed, pre-employment background screening will be required.
- In certain situations, Imperial may use your application to consider your suitability for other positions in the company and may also provide the information to its affiliates, including affiliates of ExxonMobil Corporation, in connection with possible opportunities at those affiliates.