

# Procurement Analyst

## Saskatoon, SK, Canada|req13317

[https://usask.csod.com/ux/ats/careersite/14/home/requisition/13317?c=usask&referralToken=ND A2Ucs110mrUolxE-F-\\_Q](https://usask.csod.com/ux/ats/careersite/14/home/requisition/13317?c=usask&referralToken=ND A2Ucs110mrUolxE-F-_Q)

The University of Saskatchewan has some of the most innovative people doing groundbreaking research and pedagogy. The Procurement Analyst is a key member of the Enterprise Procurement team that provides process and data management support to the Procurement Services team to support strategic procurement initiatives and day-to-day procurement activities.

The university offers flexible work arrangements; access to the university's recreation services; ongoing professional development and mentorship and a comprehensive benefits and pension program.

**Primary Purpose:** The purpose of this position is to support Procurement service delivery enhancement goals through the development of spend data visualization, reporting, and management, value creation process development and reporting, initiating market intelligence analysis, including pricing evaluation and deal support, and championing process improvement activities.

**Nature of Work:** Working in a cross-functional team environment, the Procurement Analyst will work with Procurement Services team members, and campus colleagues to develop tools and capabilities to support market intelligence analysis and deal support, spend data analysis and opportunity assessment, key performance indicator development, tracking and reporting, as well as champion continuous improvement activities related to Procurement processes and procedures.

### **Accountabilities:**

- Develop an understanding of existing procurement tools, capabilities, and needs to enable procurement performance data management and reporting;
- Support the development of procurement savings capture processes, procurement dashboards, including revised savings definitions, to enhance procurement activity data capture;
- Develop an understanding of procurement market intelligence data needs and provide suggestions and solutions to address deal and contract support needs of procurement team members;
- Perform research to aid deal support, contract management, market intelligence and procurement process improvement activities;
- Become familiar with existing spend categorization, tools and capabilities; use knowledge of existing tools to advance spend data accuracy and reporting capabilities, considering real-time, monthly, and strategic reports;

- Support ongoing procurement enhancement activities, including clarifying and/or implementing new procurement processes, guidelines and/or work instructions that will contribute to a procurement continuous improvement practice;
- Develop and support the creation and management of knowledge articles
- Monitor and report procurement performance metrics; Work effectively with other offices (ConnectionPoint, Procurement Leads, Strategic Business Advisors, Colleges/Units), to gain a comprehensive understanding of organizational requirements and strategic priorities;
- Perform other related duties or projects as required.

### **Qualifications**

**Education:** Completion of a relevant post-secondary program. An SCMP designation, or work towards one, would be considered an asset. An equivalent combination of education and directly related experience may be considered.

### **Experience:**

- Experience in a procurement, administrative, or customer service role is ideal
- Experience using PowerBI or similar technology is considered an asset
- Demonstrated use of problem solving, and analytical skills with successful outcomes
- Experience working in a diverse and inclusive environment is required
- Familiarity with e-procurement processes and systems is considered an asset
- Experience with public procurement considered an asset, but not required.

**Skills:** Excellent interpersonal and communication skills, both written and oral; strong customer service skills; demonstrated proficiency in analytical skills; ability to be self-motivated & a self-learner; demonstrated ability to problem solve under deadline pressures and competing priorities; demonstrated ability in handling procurement data within an ERP system; proven Microsoft Office application skills, including SharePoint and expert MS Excel skills; and demonstrated collaboration capabilities within a team environment.

**Department:** Enterprise Procurement

**Status:** Permanent

**Employment Group:** ASPA

**Full Time Equivalent (FTE):** 1.0

**Salary:** The salary range, based on 1.0 FTE, is \$52,050.00 - 81,328.00 per annum. The starting salary will be commensurate with education and experience.

**Salary Family (if applicable):** Specialist Professional

**Salary Phase/Band:** Phase 1

**Posted Date:** 12/18/2024

**Closing Date:** 1/21/2025 at 6:00 pm CST

**Number of Openings:** 1

**Work Location:** May be eligible for hybrid work under the terms of USask's Alternative Workspace Guidelines

The University is committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the community we serve. We are dedicated to recruiting individuals who will enrich our work and learning environments. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodations to those with a disability or medical necessity. If you require an accommodation to participate in the recruitment process, please notify us and we will work together on the accommodation request. We continue to grow our partnerships with Indigenous communities across the province, nationally, and internationally and value the unique perspective that Indigenous employees provide to strengthen these relationships. Verification of Indigenous Membership/Citizenship at the University of Saskatchewan is led and determined by the [deybwewin | taapwaywin | tapwewin: Indigenous Truth policy](#) and Standing Committee in accordance with the processes developed to enact the policy. Successful candidates that assert Indigenous membership/citizenship will be asked to complete the verification process of Indigenous membership/citizenship with documentation. The University of Saskatchewan's main campus is situated on Treaty 6 Territory and the Homeland of the Métis. We pay our respects to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another. Together, we are uplifting Indigenization to a place of prominence at the University of Saskatchewan.