



Procurement Analyst

Are you looking for a career where you can be a part of a growing, global, collaborative team? Are you interested in putting your procurement knowledge into practice to help define and deliver a procurement strategy to improve efficiencies and reduce cost? If the answer is yes, our position of **Procurement Analyst** could be the perfect fit for you.

As our Procurement Analyst your first challenge will be supporting the implementation and adoption of our new procurement tool across the business. In this role you will tap into your negotiation and communication skills, and develop strong relationships within the construction industry.

The primary role and key areas of accountability of the Procurement Analyst are:

- Purchase goods, materials, components or services in line with specified cost, quality and delivery targets
- Ensure continuous supply of required goods and materials and communicate any supply problems which may pose a risk or impact on business operations
- Prepare purchase orders in line with final negotiations with selected suppliers and in line with organizational targets and requirements
- Contact suppliers to resolve price, quality, and delivery or invoice issues
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities for savings utilizing negotiation and procurement best practice tools and methods
- Monitor market trends, competitor strategies and market suppliers
- Assess and evaluate suppliers and undertake performance reviews to ensure contract compliance and manage performance improvement activities
- Deliver briefs, updates and reports as and when required
- Assess tenders and quotations from potential suppliers
- Work collaboratively and negotiate and engage with stakeholders and suppliers regarding new projects, supplies and initiatives and advise of impact of change on purchasing and production activities

Qualifications

- Relevant business/commercial or manufacturing/engineering degree preferred
- MBA or Certified Supply Chain Management Professional is an asset
- Proven purchasing experience, preferably within construction or manufacturing environment.



- Project Management, contract management and supplier experience an asset
- Knowledge and understanding of construction processes and components and supply chain management
- Computer savvy with advanced excel skills

PLAN GROUP INC.

We are Plan Group (www.plan-group.com), Canada's most innovative multi-trade construction services provider for over 60 years. Through seamless execution across integrated disciplines and with an unwavering focus on health and safety, we bring foresight, insight and ingenuity to every project. We anticipate challenges sooner and uncover hidden opportunities faster. We uphold our entrepreneurial spirit while combining our skills and experience with the global reach and expertise of the Bouygues Energies & Services (www.bouyguesenergiesandservices.com) family. With offices in Toronto, Montreal, Vancouver and Ottawa, we take pride in contributing to the overall health of Canada's economy.

We Offer:

- Competitive compensation and benefits
- Opportunities for growth and development
- An open and collaborative work environment
- And so much more....

Thank you for your interest in joining Plan Group. Please note that due to the volume of applicants only those who will be considered for an interview will be contacted.

Accommodations for applicants with disabilities will be made during the recruitment processes.

Should you be contacted for an interview please advise if accommodations are required.

We are an equal opportunity employer.