

WE ARE HIRING!

Contract Specialist

Salary range: \$70,000 - \$75,000 per annum

Position Summary

Reporting to the Senior Supplier Relationship Manager, the Contract Specialist works closely with the Supplier Relationship Management team including Category Managers, Contract Leads, Specialists and Analysts, to effectively manage agreements and supplier relationships.

Key Responsibilities

- Support the SRM Category Managers/Contract Leads with contract related inquiries for assigned agreements and make recommendations.
- Respond to contract related inquiries for assigned agreements.
- Review all documents pertaining to newly executed Master agreements (CSA template, pricelist, second stage guide and template).
- Issue and manage Amendments (I.e., briefing note package) for assigned agreements/Suppliers:
 - Price/Product Refresh
 - Language Amendments
 - Extensions
 - Other applicable amendments as deemed necessary.
- Prepare for Business Reviews with Supplier in assigned categories, such as performance review and contract-related activities sections.
- Prepare and participate in the Supplier Partner Orientation Meetings for suppliers in assigned category agreements.
- Conduct Supplier Segmentation and maintain supplier status for assigned agreements based on supplier segmentation strategy.
- Assist in agreement negotiations with key suppliers and collaborate with the Strategic Sourcing team to finalize agreements.
- Support the SRM Category Managers/Contract Leads in reviewing sourcing projects (including RFP review, MA review, Negotiations as applicable and evaluations of technical response where needed).
- Participate in Supplier Recognition Program debrief meetings and take minutes for assigned agreements.
- Manage supplier performance i.e., through review of KPIs/SLAs and other obligations within the assigned agreements.
- Manage the contract transition and close out plans as required working closely with suppliers and the CRM team.
- Review, validate and ensure CSAs for assigned portfolio are up to date.
- Ensure that the SMCR team is kept informed on all aspects of agreement contract renewals, changes due to amendments to the agreement.
- Create communication on the centralized system and work collaboratively with cross-functional departments to send out communication to customers on contractual updates and promotional updates.
- Other projects and activities, as assigned.



Qualifications and Skills

- Degree in Business Administration and/or related field, or completion of a Supply Chain Management program.
- Minimum of two (2) years' recent experience in contract administration, preferably in the public sector, or an acceptable combination of education, training and experience.
- Procurement experience within the Ontario Public Sector is strongly recommended.
- Comprehensive understanding of Ontario's legislative/regulatory/policy framework regarding public procurement, contractual compliance and risk, and related contract management methods.
- Strong knowledge of business analytics principles, methodologies, and techniques, including reporting frameworks, performance scorecards, key performance indicators, statistics, relational database concepts and tools.
- Strong analytical, writing, and communication skills.
- Ability to use sound judgement and logic and create innovative solutions.

Join Our Team

We Offer

OEEM is a great place to work. Employees thrive in a collaborative and supportive work environment; enjoy a comprehensive and competitive total compensation package, excellent career growth and professional development opportunities, and a dynamic people-focused company culture that supports work/life balance.

Our Competitive Total Rewards Program includes:

- Group employee benefits
 - Medical and dental
 - Health and personal spending accounts
 - Disability benefits
- Group RRSP with employer matching up to 7.5% of earnings and increases to 10% after 3 years of service.
- End-of-year company group success sharing award.
- Annual merit increases
- Paid professional development days.
- Tuition assistance program.
- An exclusive partnership with SCMAO to provide professional development opportunities.

Flexible work arrangements, Excellent career growth and learning and development opportunities; A fun work environment with an active and imaginative social committee; **A newly renovated office** including a comfortable staff lounge with a pool table, dart board, and Nintendo; **Workplace diversity and inclusion** based on our core values; **Benefits and programs** to support mental health and overall wellness; **And much more!**





Diversity and Inclusion

In accordance with [OECEM's Commitment to Diversity and Inclusion Statement](#), OECEM recognizes and embraces the value of diversity at all levels within the organization. Diversity is an important consideration in identifying and assessing candidates in conjunction with a merit-based approach.

Apply

Apply to this opportunity by sending your resume to hr@oecm.ca by no later than **4:30 p.m. on November 3, 2023**. We thank all applicants for their interest. However, only those selected for further screening/interview will be contacted. Please let us know if you require accommodation under the Ontario Human Rights Code at any stage of the recruitment process.

About OECEM

OECEM is a trusted not-for-profit sourcing partner for Ontario's education sector, broader public sector, and other not-for-profit organizations. We contract with innovative, reputable suppliers to offer a comprehensive choice of quality products and services, to generate significant savings for our customers.

Our staff are passionate about leading projects to acquire collaboratively-sourced and competitively-priced products and services for [OECEM's Marketplace](#) and connecting customers and suppliers with leading edge products and services to meet customers' needs.

