



NUCLEAR WASTE SOCIÉTÉ DE GESTION
MANAGEMENT DES DÉCHETS
ORGANIZATION NUCLÉAIRES

The **Nuclear Waste Management Organization (NWMO)** is a not-for-profit organization tasked with the safe, long-term management of Canada's used nuclear fuel inside a deep geological repository, in a manner that protects people and the environment for generations to come.

Founded in 2002, the NWMO has been guided for 20 years by a dedicated team of world-class scientists, engineers and Indigenous Knowledge Keepers that are developing innovative and collaborative solutions for nuclear waste management. Canada's plan will only proceed in an area with informed and willing hosts, where the municipality, First Nation and Métis communities, and others in the area are working together to implement it. The NWMO plans to select a site in 2024, and two areas remain in our site selection process: the Wabigoon Lake Ojibway Nation-Ignace area in northwestern Ontario and the Saugeen Ojibway Nation-South Bruce area in southern Ontario.

Purchasing Officer

(Employment Status: Fixed Term until September 2024)

Position Location: Toronto Head Office – 22 St. Clair Avenue East

Job Summary:

Reporting to the Section Manager, Supply Chain, the incumbent will be responsible for planning, executing, and coordinating multi-faceted technical and construction procurement assignments, including consulting services and engineered products, through all phases of the procurement process.

Key Responsibilities:

- Accountable for the complete RFX process from scope of work (SOW) creation through to evaluation, negotiation, and purchase order award process, including performing the commercial evaluation, and ensuring the integrity of the procurement process aligning with NWMO governance.
- Prepare procurement strategies, considering the marketplace and needs of the requisitioners and end users and provide guidance and assistance to requisitioners on the completion of procurement documentation.
- Provide expertise and periodic training to end users in areas such as: ERP, commercial support in developing specifications, defining appropriate contracts compensation models aligned with the scope of work, contract/project execution milestones, and expected deliverables.
- Review the adequacy of competitive sources, develop alternatives when necessary and recommend corrective action where sources are insufficient.
- Evaluate incoming proposals and quotes for vendor exceptions. Analyze exceptions to terms and conditions and provide comments and recommendations/options to the

requisitioning organization and legal team, to resolve outstanding commercial/legal/business issues based on risk assessment.

- In conjunction with the requisitioner and other stakeholders, clarify vendor offerings and resolve non-conformances at negotiating and pre-award meetings with vendors.
- Review contract changes and adjustments, resolve claims and contractual issues, and issue purchase order revisions.
- Maintain knowledge of appropriate vendor capabilities and an awareness of conditions in the marketplace on applicable goods or services and keep stakeholders informed.
- Build strong relationships with internal and external partners, fostering collaboration, teamwork, and ensure effective procurement planning.
- Maintain proper procurement records, procurement related databases, and assist in procurement planning activities. Prepare analytical reports and other ad-hoc reports on purchasing activities.
- Within the context of the job responsibilities, make recommendations to the Supervisor on how to improve the efficiency to effectiveness of the procurement process.
- Maintain a high level of accuracy in performing all duties.
- Performs additional similar and related duties as assigned.

Qualifications

- University Degree in a business, commerce or a technical/engineering program or an equivalent level of education sufficient to obtain certification as a Supply Chain Management Professional (or equivalent).
- Supply Chain Management Professional (SCMP) designations and /or International Association of Contract and Commercial Management (IACCM) Certification is considered an asset.
- Over 8 years' experience related Procurement/Supply Chain.
- Knowledge of business policies, practices, and procedures to develop procurement strategies, and to assess the needs of requisitioners and end users.
- Experience in purchasing technically complex equipment, products, technical and management consulting services, and services for major construction projects, and/or where the socio-economic or other processes are developmental and specialized in nature.
- Ability to evaluate proposals and quotes for vendor exceptions and to resolve outstanding legal, commercial, and business issues based on risk management.
- Experience in identifying alternative supply sources and recommending corrective action when sources are inadequate.
- Strong computer skills: experience with using and understanding ERP systems, manipulating data, analyzing trends, and presenting findings through tools such as excel, power bi, and power point presentations.
- Strong background in all ranges of options and complexity RFX processes definition, preparation, set-up, and issuance.
- Strong experience in the formation of multi-million-dollar contracts including EPC/EPCM, Engineering, Civil/Industrial Construction, Site Services, Infrastructure, and Maintenance amongst others.
- Strong understanding of project execution and contracting principles.
- Knowledge of construction process and contracting terms and conditions. Knowledge of the Canadian energy sector base of contractors/vendors is considered an asset.

- Project management skills with the ability to work under pressure and manage multiple priorities through to completion under tight deadlines.
- Excellent speaking, writing, and listening skills to communicate tactfully, clearly, and effectively with a wide range of internal and external contacts.
- Strong interpersonal skills: demonstrated ability to work within a multi-discipline team.
- Proven organizational and attention to detail skills.
- Self-directed learner, who displays initiative, problem recognition, syntheses, and problem-solving ability.
- Demonstrated analytical, problem solving, and attention to detail skills.
- Effective negotiating skills to develop contract terms and conditions and to resolve disputes.

Must be eligible to work in Canada and must be able to meet security clearance requirements.

NWMO currently operates in a **hybrid work model of 3 days in the office (Tuesdays being universal)** and 2 days working from home.

We offer a competitive base salary and health care benefits package.

The NWMO is committed to contribute to [reconciliation](#) in all its work by co-creating a shared future built on rights, equity and well-being. As an employment equity employer NWMO actively seeks Indigenous peoples, visible minorities, women, people with disabilities, and additional diverse identities for our workforce. **The NWMO will provide accommodation to applicants with disabilities.** If you require accommodation, please **Contact Us**.