**WE ARE HIRING!**

**Contract Analyst**

**Salary range: $62,000 to $68,000 per annum**

**Position Summary**

Reporting to the Senior Supplier Relationship Manager, the Contract Analyst works closely with the Supplier Relationship Management team to effectively manage supplier contracts.

**Key Responsibilities**

* Perform various analysis for assigned agreements, including:
* Price audits
* Price verification
* Price trends
* Identify core/non-core list
* CRF verification
* Price Refresh analysis
* Price comparison analysis as requested by customers
* Identify and track missing reports from Suppliers
* Spend
* CSA
* QQ / 2nd Stage
* CRF
* KPIs
* Present findings, insights, and analysis to the SRM Category Managers/Contract Leads/Contract Specialists
* Create performance scorecard templates and provide ongoing updates of scorecards for assigned agreements
* Manage supplier performance i.e., through analysis and review of KPIs/SLAs for assigned agreements
* Develop saving methodologies for assigned agreements
* Prepare materials (e.g., agreement status data) required for Business Reviews with Suppliers for their assigned agreements and take meeting minutes in Business Review Meetings as required
* Collect and provide spend and other required data for retender agreements
* Provide support on the Supplier Recognition Program - obtain the data and complete evaluation for assigned agreements
* Review and validate forecast information from supplier submissions, summarize the recommended forecast to be presented to the Director of SRM
* Second Stage Selection Quotes – facilitate for assigned agreements and track on SS tracker
* Other projects and activities, as assigned

**Qualifications and Skills**

* Business Analysis Diploma/Certificate from an accredited post-secondary institution
* Certified Business Analysis Professional (CBAP) designation is an asset
* Minimum of 2 years related experience
* Knowledge of and understanding of business analytics principles, methodologies and techniques, including: reporting frameworks, performance scorecards, key performance indicators, statistics, relational database concepts and tools
* Knowledge of planning, forecasting and analysis
* Knowledge of savings validation methodologies
* Experience in public sector procurement practices and methods is an asset
* Strong attention to detail combined with data-driven problem solving skills to find appropriate solutions
* Flexible, self-starter with high desire to learn and refine approaches to increase impact
* Innate curiosity and dissatisfaction with the status quo to generate ideas and solve issues
* Highly motivated and enthusiastic individual who demonstrates the ability to work in a high volume, fast paced environment while constantly promoting teamwork
* Ability to change direction quickly and effectively and thrive in a fast paced deadline-driven environment; calm positive attitude under pressure
* Ability to create reporting models of customer spend to manage OECM revenue expectations
* Passion for service excellence
* Exercises discretion when working with sensitive and confidential information

**Join Our Team**

**We Offer**

OECM 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 [OECM’s Commitment to Diversity and Inclusion Statement](https://oecm.ca/news/oecm-commitment-to-diversity-and-inclusion-statement), OECM 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](mailto:hr@oecm.ca) by no later than **4:30 p.m. on September 22, 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 OECM**

OECM 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 [OECM’s Marketplace](http://oecm.ca/marketplace) and connecting customers and suppliers with leading edge products and services to meet customers’ needs.