



The ***Nuclear Waste Management Organization (NWMO)*** is responsible for the safe, long-term management of used nuclear fuel in Canada. The approach it is implementing, known as Adaptive Phased Management (APM), involves developing a centralized underground repository, supported by a robust social and technical research program in collaboration with Canadian universities, consultants and international waste management organizations.

Join our growing team of scientists, engineers and other professionals to work collaboratively with Canadians in implementing our management approach in a manner that safeguards people and respects the environment, now and in the future.

### **Purchasing Analyst**

We are currently seeking a Purchasing Analyst to be a member of the Supply Chain team at our Toronto headquarters.

This position will be responsible for the coordination of the procurement process for the purchase of equipment, products technical and management consulting services for major construction projects.

Reporting to the Manager, Supply Chain, the Purchasing Analyst will be expected to:

1. Coordinate the procurement process for the purchase of equipment, products, technical and management consulting services and services for major construction projects. Provide guidance and assistance to requisitioners on the completion of relevant procurement documentation (scope of work/specifications, purchasing requisition, evaluation criteria, justification memos, single source rationale, etc).
2. Review the adequacy of competitive sources, develop alternatives when necessary and recommend corrective action where sources are insufficient. Develop a procurement plan taking into account the marketplace and the needs of the requisitioners and end-users. Consult with Supervisor or other staff when necessary.
3. Assess the intent of the details in the scope of work, technical reports and schedules to develop purchasing documents. Provide input to requisitioning and purchasing documents and assist in the development of procurement strategies responsive to the end users' requirements.
4. Provide assistance to the end users from a commercial perspective in the development of specifications to ensure there are no conflicting requirements with respect to contractual, regulatory and other issues such as insurance, tax, pricing methods, quality assurance, labour, health, safety and environmental requirements.

5. Issue requests for proposals and quotes, respond to vendors and requisitioners requests for clarification and review responses for conformance to requirements. Review vendors exceptions to requests for proposals/quotes and contract terms and conditions with the requisitioners and legal counsel as appropriate. Review requisitions and purchasing documents to ensure compliance with policies and procedures and to determine the most appropriate method of procurement.
6. Coordinate the evaluation and award process, including performing the commercial evaluation, and ensure the integrity of the process.
7. Prepare proposal documents, review bidders' lists, evaluate proposals, ensure jurisdictional requirements are met, and review claims, progress payments and escalation claims. Process and administer contracts involving special commercial contract conditions and complex evaluations, claims and adjustments.
8. Negotiate contracts with suppliers, under the direction of the Supervisor. Work with the requisitioners and end user in establishing acceptable supplier proposal and recommend acceptance.
9. Obtain the required approvals and award contracts. Notify unsuccessful vendors.
10. Administer contracts such as reviewing contract changes and adjustments, resolution of claims and contractual issues, and issuing purchase order revisions. Advise requisitioners on the commercial implications of changes to the contracts. Review compliance to contractual requirements, such as cost and schedule adherence.
11. Maintain knowledge of appropriate vendor capabilities and an awareness of conditions in the market place on applicable goods or services and keep stakeholders informed. On major contracts, assess vendor performance during execution of work to ensure contractual requirements are being met and to establish performance records to be used in the placing of future business.
12. Act as an information resource to requisitioners and vendors, assist vendors to ensure quality assurance requirements are met and assess vendor performance. Establish and maintain effective relationships with requisitioners and local, national and international vendor communities as appropriate to ensure effective procurement planning.
13. Review the potential vendors' list to maintain adequacy for competitive purchasing and provide information to assist vendors in qualifying for bid lists. Recommend inclusion of new vendors to the vendors list, re-evaluate vendors whose ownership has changed to investigate their ability to maintain acceptable standards of performance. Investigate or arrange the investigation of vendors' financial capabilities or other requirements to mitigate contractual risks to NWMO.

14. Establish and maintain effective relationships with requisitioners and local, national and international vendor communities as appropriate to ensure effective procurement planning.
15. Maintain procurement related databases and assist in procurement planning activities. Prepare analytical reports and other reports on purchasing activities.
16. Within the context of the job responsibilities, make recommendations to the Supervisor on how to improve the efficiency to effectiveness of the procurement process.
17. Maintain proper procurement records (electronic and paper) to meet records management and procurement policies and procedures. Perform other administrative activities as required.
18. Perform other duties as required.

### **Qualifications & Experience:**

- 4 year university education 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).
- Requires a knowledge of business policies, practices and procedures to develop procurement strategies, and to assess the needs of requisitioners and end users.
- Requires a knowledge of supply chain management to coordinate the procurement process, develop purchasing documents and negotiate terms and conditions.
- Requires a knowledge of accounting, financial concepts and financial regulation to coordinate the evaluation and award process and to provide commercial assistance on contractual, regulatory, tax and insurance requirements.
- Requires planning, organizing, analytical and mathematical skills to coordinate the procurement process, administer contracts and coordinate the evaluation and award process.
- Requires excellent speaking, writing and listening skills to communicate tactfully, clearly and effectively with a wide range of internal and external contacts.
- Requires experience in a supply management function to understand the procurement process, including assisting requisitioners with documentation, requests for proposals and quotes, vendor exceptions, review of tenders, evaluation of proposals, and awarding contracts.
- Requires experience in purchasing equipment, products, technical and management consulting services and services for major construction projects.
- Requires experience to understand NWMO's business, goals, strategic objectives and organizational requirements to provide guidance and assistance to requisitioners on the procurement process.
- Requires experience to develop alternative supply sources and recommend corrective action when sources are inadequate.
- Requires experience to negotiate contract terms and conditions and resolve disputes.

- Requires experience to use standard word processing, spreadsheet, database and presentation software.
- A period over 4 years, up to and including 6 years, is considered necessary to gain this experience.

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

We offer competitive base salary and comprehensive pension and health care benefits package.

The NWMO supports the principles and practices of diversity and is committed to providing a respectful, accessible, and inclusive environment for all persons with disabilities in a way that is respectful of the dignity and independence of people with disabilities and in a manner which takes into account the person's disability and embodies the principles of integration and equal opportunity. The NWMO will provide accommodation to applicants with disabilities. If you require accommodation, please [Contact Us](#).

Please submit your application via e-mail quoting **Purchasing Analyst** to: [Employment@nwmo.ca](mailto:Employment@nwmo.ca)