



# PROCUREMENT AND CONTRACT SPECIALIST

Join our dedicated National team as a **Procurement and Contract Specialist!** The Procurement and Contract Specialist will support the acquisition of goods and services that meet the quantity and quality required by Circular Materials (CM).

## Your Key Responsibilities:

### Procurement:

- Review departmental requests for goods and services and select the appropriate procurement method in accordance with the Procurement Policy and the Financial Management and Controls Policy.
- Assist departments by providing market information needed for tactical and strategic planning.
- With input from senior management and subject matter experts, create technical specifications and terms/conditions for the acquisition of goods and services.
- Manage preparation of procurement documents for review by senior management and subject matter experts.
- Manage implementation and execution of procurement processes including:
  - Ensuring the processes adhere to the Procurement Policy and the Financial Management and Controls Policy and the process set out in each procurement document.
  - Liaising with the Fairness Monitor throughout the procurement process.
  - Managing lists of bidders.
  - Issuing procurement documents.
  - Receiving and responding to vendor questions.
  - Issuing addenda as required.
  - Receiving, timestamping, and securing submissions.
  - Overseeing the opening of submissions in the presence of senior management.
  - Overseeing the evaluation of submissions utilizing the evaluation criteria and process set out in each procurement document.
  - Supporting senior management and/or an Evaluation Committee in evaluation and selection of one or more successful respondents.
  - Supporting senior management in contract negotiation.
  - Administering contract execution.
  - Maintaining comprehensive records of each step of the process.
- Liaise with CFO throughout procurement cycle to assist with forecasting and budgeting.

### Contract Management:

- Track CM obligations in each awarded contract.
- Ensure CM meets its obligations in each awarded contract.
- Track contractor obligations in each awarded contract to ensure each contractor meets its obligation in each awarded contract.
- Review reports and other documentation submitted by each contractor.
- Monitor contractor performance and bring any issues to the attention of the COO.
- Monitor routine contract adjustments managed by our partner, Reverse Logistics Group (RLG) according to the protocol set out in each contract such as:
  - Addition or removal of eligible sources in Residence/Facility Statements of Work.
  - Addition or removal of depots in Depot Statements of Work.
  - Addition or removal of public space locations in Public Space Statements of Work.
  - Increase or decrease of tonnes in post-collection Statements of Work.
- Manage notices, change orders, and change directives as required according to the protocol set out in each contract.



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- Manage liquidated damages applied to a contractor.
- Oversee the development and implementation of improvement plans if required by a contractor.
- Monitor price adjustments, including CPI and fuel adjustments, managed by RLG according to the protocol set out in each contract.
- Track contract expiry dates and liaise with the COO to determine whether to trigger contract extensions according to the protocol set out in each contract.

## What you bring:

### Education:

- Degree in Business Administration, Finance, Logistics or Supply Management.
- Certified Purchasing Professional (CPP) or Certified Supply Chain Professional (CSCP) is an asset.

### Skills:

- Communication: strong verbal and written communication skills.
- Project management: ability to plan, delegate and evaluate progress towards goals.
- Negotiation: understanding of CM's objectives, risks, and price points to contribute to effective negotiations to deliver CM's objectives.
- Good problem-solving skills.
- Fluency with MS Word, MS Excel, and Adobe Acrobat programs.
- Experience utilizing DocuSign and other signature management programs.

## About Us

Circular Materials is a national producer-led not for profit organization that supports producers in meeting their obligations under extended producer responsibility regulations across Canada. We are committed to building efficient and effective recycling systems to minimize waste, and ensure materials are reused again and again. Through the support of our founders and member producers, Circular Materials is implementing a national harmonized approach focused on improving recovery rates, meeting the needs and expectations of consumers, and protecting the natural environment. The team is currently working remotely.

For more information visit: <http://www.circularmaterials.ca>

## What We Care About

We care about our business and our people. We want to work with a motivated, detail-driven team player who will build great relationships with our small, dedicated team, our service partners, and our stakeholders. Our values of innovation, trust, knowledge, service, and respect should resonate with you.

We offer competitive salaries and an extensive benefits package that includes a Professional Development benefit, Personal Wellness Benefit, RRSP matching program, and medical/dental group benefit coverage.

## Apply Now!

Think you would be a good fit for our **Procurement and Contract Specialist** position? We want to hear from you!



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Please send your cover letter and CV to [humanresources@circularmaterials.ca](mailto:humanresources@circularmaterials.ca) by January 26, 2023.

Circular Materials is an Equal Opportunity Employer. We thank all applicants for their interest. Only those under consideration will be contacted.