

## Staples Promotional Products “Senior Procurement & Supply Chain Specialist”

**Staples is business to business.** You're what binds us together.

Staples Promotional Products is the world's most trusted source for branded merchandise. As an unprecedented 11-time winner of the Distributor of the Year Award and the highest-ranking Canadian distributor on the North American Top 40 list, we are committed to providing outstanding service and exceptional value. That's why companies large and small, all over the world, turn to us for the resources they need to increase brand reach and visibility.

Here's a peek into what we do! <https://www.youtube.com/watch?reload=9&v=KK5IM-0wTvQ>

### What you'll be doing:

The Senior Procurement & Supply Chain Specialist role is responsible for managing relationships with our vendor base as well as developing, implementing and supporting short to mid-term strategies encompassing SPP's current supply chain (overall project management). They interact with vendors and support internal Sales, Special Order, Merchandising and Marketing teams.

- Manage negotiation of pricing, contracts, SLA's with vendors and well as on-boarding of new vendors
- Responsible for vendor rebate collection, reconciliation and increasing rebate participation and contribution
- Analyze sales and vendor data to produce reports and strategic recommendations
- Monitor and analyze supplier performance, take corrective action as necessary
- Support multiple departments with project management, problem-solving and vendor issue resolutions as requested
- Update internal systems databases with vendor information & communicate to internal teams

### What you bring to the table

- An inquisitive nature and the ability to drive change, problem-solve and innovate.
- You are results-driven, always striving to meet/exceed goals.
- You have a collaborative approach, are able to work closely with both internal and external customers.
- You are able to innovate and propose changes to improve procedures, services or strategies.
- Strong analytical skills and proven ability to produce effective reports.
- Ability to manage multiple tasks and prioritize to meet deadlines and achieve results.

### What's needed- Basic Qualifications

- 6-8 Years Procurement and or Supply Chain management
- Proven problem-solving, and negotiation skills
- Project coordination/ management experience
- Strong communication skills (written and verbal), ability to effectively communicate with all levels of internal and external contacts
- Highly organized and strong attention to detail.
- All Microsoft applications and advanced level Excel
- Knowledge and experience in the promotional products industry and asset
- Experience in managing Sharepoint sites an asset

- Travel required as necessary

**We Offer:**

- Competitive salary.
- Inclusive culture with associate-led Business Resource Groups and resources such as the Social Justice Resource Centre.
- Flexible PTO and Holiday Schedule (10 observed paid holidays), Online and Retail Discounts, Company Match RRSP, Benefits and Physical and Mental Health Wellness programs.
- Growth & development opportunities.

To Apply:

<https://careers.staples.com/global/en/job/1210240/Senior-Procurement-Supply-Chain-Specialist>