

## Strategic Buyer (Procurement)

HSB BI&I is a leader in providing specialized equipment breakdown insurance. We provide insurance and reinsurance to Canadian and global businesses through our coast to coast network of offices, 4,000 independent insurance brokers and over 50 major insurance companies. HSB BI&I is a member of the Hartford Steam Boiler Group and part of the global Munich Re Group of Companies.

- We have over 140 years of experience and through our modern systems and practices remain unsurpassed in meeting our customers' needs.
- You can become an expert in your field while enjoying a healthy work/life balance and a collaborative, friendly atmosphere in our offices.
- We offer a comprehensive benefits program to our employees.

We invite you to learn more about us at our website: [www.munichre.com/hsbbii](http://www.munichre.com/hsbbii)

### Primary Objectives:

The Strategic Buyer will be responsible for enhancing and creating non IT supplier partnerships while effectively managing company resources. Working in conjunction with the larger Procurement team, the Strategic Buyer will partner with local business units to identify opportunities within the procurement processes to ensure that business needs are met while also driving sustainable top and bottom-line growth through supplier innovation. The Strategic buyer will support the implementation of procurement commitments through alignment of resources and use of procurement plans that are ultimately executed within the region. The Strategic Buyer will also manage the procurement process for services from approved suppliers consistent with considerations of cost, quality, reliability and delivery requirements.

### Job Responsibilities:

- Collaborate with internal business stakeholders and project teams to clearly understand the business context of potential non IT related purchasing opportunities and projects
- Support organizational leaders in managing the respective cost centers associated to the non IT categories across operations
- Engage the business on various initiatives, including the development of supply chain metrics, and the continuous evaluation of spend across the organization
- Source and qualify best in class products and service providers to meet the procurement category requirement
- Build, develop and maintain strong relationships with key suppliers/vendors
- Execute strategic procurement processes, including needs planning, market analyses, demand management, formal tenders, evaluation of offers, proposal of contract award and implementation of contracts for regional business units
- Manage all relevant contract approval, signature, storage, and review through the Global Contract Database

- Facilitate vendor management awareness and training for responsible lines of business
- Deliver local and regional savings for assigned projects and areas of responsibility
- Participate in the exchange of information across the business and procurement teams

**Qualifications:**

- 3-5 years of experience in strategic sourcing in Real Estate and Facilities Services, Professional Services, Financial Services or Insurance
- Post-secondary education in business, commerce, supply chain management, or a related discipline
- Business acumen with understanding of accounting and budgetary concepts
- Experience in supplier management
- Proficient in contract terminology and ability to assess invoices for adherence to pricing terms
- Professional certification (CPSM, CSM, PMP) a plus
- Proficient in the measurement of procurement success and using performance targets and KPIs
- Experience in Microsoft tools for data manipulation and presentations
- Ability to work effectively both independently and as part of a team, specifically working in collaboration with cross functional teams
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Strong time and project management skills

Creating and maintaining a work environment that promotes respect, diversity and dignity is important to us. We strive for equality in our workplace, to eliminate employment barriers, and promote a workplace based on principles which align with our company values and promote positive employee practices.

Candidates requiring accommodation during any stage of our selection process should advise us of this; we will strive to work with individuals to find a suitable means to meet their needs.

If you are interested in applying for this position, please quote Job Reference **SB-0319BW** and send a covering letter along with a resume to: [hr@biico.com](mailto:hr@biico.com).

We thank all candidates for their interest; however only those selected for interview will be contacted.