



Position Title: Procurement Analytics Specialist

Position Status: Full-Time Regular

Department: Procurement & Real Estate Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T24 \$3,077.63 - \$ 3,634.43 bi-weekly

Our Procurement & Real Estate Services Department is seeking a Procurement Analytics Specialist who will provide analytics and decision support expertise. Collaborating closely with Procurement Leadership and team members, you will play a pivotal role in developing business analysis, generating intelligence, and designing and maintaining performance dashboards.

You are: A senior professional with extensive experience in data analytics, database design, and statistical modeling. Your knowledge spans all applicable regulations, policies, and best practices. You excel in taking initiative and thrive with minimal direction and supervision. With a positive and enthusiastic attitude, you enjoy contributing to a lively and dynamic team environment. Your organizational skills, attention to detail, and reliability make you an invaluable asset.

This role:

- Designs, develops and maintains databases; ensures a high level of data availability and data integrity; develops database architecture and standards; configures data structures to integrate disparate datasets; and develops automated processes or programming for data correction, control and integrity.
- Converts and integrates data from external sources; identifies and pursues improvements to data management processes based on industry best practices; optimizes solutions based on the data; and creates reporting tools and dashboards to communicate departmental performance and to inform decision making.
- Develops analytics in support of procurement strategy development, contract management initiatives, benefit estimation and tracking; collects and analyze data to better understand current state to help form future state; analyzes purchasing data and trends by department, PO type and costs; and analyzes inventory trends optimizing inventory levels, tracking use and ordering points.

- Develops metrics to track progress towards department's strategic objectives; tracks key performance indicators; collaborates with technical staff on cross-functional projects and data initiatives; and serves as departmental liaison on data sharing and interpretation.
- Enters and tracks contract details in the database to ensure compliance and accuracy of the contract information; identifies expiring contracts and trigger points for contract management initiatives such as price renewals, extensions and negotiations.
- Leads the development of information systems, projects and the implementation of technology; provides project management duties and assistance as directed by a superior; plans, organizes and ensures completion of departmental projects; meets timelines, deliverables and budget targets.
- Prepares and conducts presentations to facilitate decision-making for department teams and project steering committees.
- Prepares and maintains a variety of records, reports and manuals related to the work.
- Performs related work as required.

To be successful, you have:

- University graduation with a degree in business, finance, statistics or a related discipline, including or supplemented by training in database management and business analytics, plus some related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the sources of statistical information and of the data required for procurement purposes.
- Considerable knowledge of standard statistical and analytical principles and techniques as they relate to the work performed.
- Considerable knowledge of principles and techniques associated with database design and statistical models.
- Considerable knowledge of the applicable departmental rules, regulations, policies, procedures and objectives.
- Ability to analyze and evaluate various data sets and leverage statistical models to identify, analyze and interpret patterns and trends in complex data sets generating diagnosis and prediction.
- Ability to perform detailed research and analytical tasks, apply statistical techniques, and prepare forecasts, projections and related reports, including graphs and charts, on a variety of projects.
- Ability to identify cost saving opportunities and address emerging and changing needs.
- Ability to create databases, reporting tools and dashboards to communicate departmental performance and to inform decision making.
- Ability to maintain, update, expand and verify databases, research and compile statistical data.
- Ability to prepare and maintain a variety of records, reports and manuals related to the work.

- Ability to proficiently use Microsoft office programs, including Business Intelligence Product Suit, Access, Word, Visio, Excel, Outlook and PowerPoint.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by August 19, 2025.