

WE ARE HIRING!

Sourcing Manager (Multiple Positions Available)

Salary range: \$85,000 to \$105,000 per annum.

*The starting salary will be determined based on the successful candidate's experience, skills, and qualifications.

This job posting is for existing vacancies.

Position Summary

The Sourcing Manager is responsible for leading strategic sourcing initiatives that align with organizational goals. This role oversees sourcing projects, provides advisory services, and engages stakeholders to drive informed decision-making. Additionally, the Sourcing Manager fosters team effectiveness and ensures sourcing strategies deliver measurable business impact.

Key Responsibilities

Strategic Sourcing Planning

- Builds sourcing strategies for defining new/enhancing existing initiatives, analyzing client needs, and identifying potential new supply sources.
- Plans and designs details of projects; schedules work and resource needs, makes recommendations regarding team participation and involvement in sourcing initiatives.

Sourcing Project Leadership

- Leads research into and maintains up-to-date knowledge of supply and demand management strategies for major spend categories of goods and services.
- Plans, develops and delivers comprehensive sourcing strategies: performs in-depth analysis of relevant information to identify opportunities and develop proposals to improve sourcing strategies including all quantitative elements (spend, contract analysis) and leveraging all qualitative inputs (supply market analysis, and demand strategies).
- Leads a cross-sector project team and manages the end-to-end procurement process for developing and implementing complex, high visibility, high risk, high spend sourcing initiatives to ensure business requirements are understood and addressed and that the resultant agreements meet clients' needs by:
 - defining deliverables, evaluation methodologies; pricing models; risk and mitigation strategies; supplier key performance indicators
 - determining the appropriate procurement vehicle;
 - preparing RFX documents
 - finalizing and negotiating agreement terms and conditions with suppliers
 - assessing, defining and resolving procurement issues and escalations with stakeholders and suppliers by applying risk management expertise
- Prepares briefings, presentations and reports on overall progress to OEEM executives (as appropriate) and other senior management from the sector, offering authoritative recommendations for action.



- Works collaboratively with OECEM's internal teams (Marketing and Communications, Supplier Relationship Management, Customer Relationship Management, Business Development, and Finance) to:
 - Create awareness of and promote the value of OECEM's Marketplace of products and services and savings opportunities to drive OECEM's value proposition through a variety of communications channels and tactics, e.g., education sessions (e.g., webinars), category and sector feedback forums, etc.
 - Forecast growth, client participation and revenues for assigned sourcing initiatives which contribute to OECEM's long-term growth strategy

Advisory Services

- Maintains knowledge of Ontario's legislative/regulatory/strategic procurement policy framework, leading procurement practices and supplier risk management to influence and promote a high level of understanding and acceptance of best practices in a rapidly evolving and competitive field
- Guides clients and advises on best course of action regarding:
 - compliance and adoption of procurement standards
 - best methods/sourcing approach to fulfill business requirements
 - transition planning and implementation support

Stakeholder Engagement

- Maintains, influences and deepens relationships with clients, suppliers and peer colleagues for effective project execution and to achieve OECEM's overall value proposition
- Builds, sustains and leverages professional relationships with sector associations and organizations as regular outreach channels/conduits in order to:
 - promote OECEM's Marketplace of products and services
 - obtain, provide, verify and discuss information and best practices for continuous improvement
 - promote OECEM's success in addressing clients' business needs

Team Leadership

- Provides business and technical guidance/expertise, mentoring and coaching to project team members, internal/external peers, clients and senior management on sourcing issues and challenges, compliance with procurement policies and processes as well as recommendations on partnership risks/benefits, market trends, business case review/development, procurement strategies, RFX development, agreement negotiations and finalization.
- Monitors project progress and client satisfaction; co-ordinates within the team and between the internal team and client project team members.
- Creates comprehensive costing models for sourcing initiatives and savings validation.

Qualifications and Skills

- Degree/Diploma in Business Administration, Economics, Finance or related fields. Master's degree is an asset. Completion of a recognized Supply Chain Management designation is an asset.
- Strong knowledge of Ontario's legislative, regulatory and procurement policy framework; Ontario Broader Public Sector (BPS) Procurement Directive and related processes
- Knowledge of Sourcing/procurement principles/best practices/methods/ trends, especially developing sourcing strategies, managing the procurement process, terms and conditions and understanding of commercial agreement terms
- Experience in leading cross-functional teams.





- General business and strategic planning processes
- Detail-oriented, flexible, self-starter with high desire to learn and refine approaches to increase personal and organizational impact
- Results-driven, responsible, with strong commitment to contributing to the success of OECEM's business objectives
- Team player with strong ability to work independently with minimal supervision
- Calm positive attitude to produce accurate, high-quality work in a fast-paced, changing environment.
- Passion for service excellence
- Proactive with a sense of urgency

Join Our Team

We Offer

OECEM is a great place to work. Employees thrive in a collaborative and supportive work environment; enjoy a comprehensive and competitive total compensation package, excellent career growth and professional development opportunities, and a dynamic people-focused company culture that supports work/life balance.

Our Competitive Total Rewards Program includes:

- Group employee benefits
 - Medical and dental
 - Health and personal spending accounts
 - Disability benefits
- Group Saving Plans with employer matching up to 7.5% of earnings and increases to 10% after 3 years of service.
- End-of-year company group success sharing award.
- Annual merit increases
- Paid career development days.
- A Career development fund.
- An exclusive partnership with NISCL to provide professional development opportunities.

Flexible work arrangements, Excellent career growth and learning and development opportunities; A fun work environment with an active and imaginative social committee; **A newly renovated office** including a comfortable staff lounge with a pool table, dart board, and Nintendo; **Workplace diversity and inclusion** based on our core values; **Benefits and programs** to support mental health and overall wellness; **And much more!**

Diversity and Inclusion

In accordance with [OECEM's Commitment to Diversity and Inclusion Statement](#), OECEM recognizes and embraces the value of diversity at all levels within the organization. Diversity is an important consideration in identifying and assessing candidates in conjunction with a merit-based approach.





Apply to this opportunity by sending your resume to hr@oecm.ca no later than **4:30 p.m. on Thursday May 14, 2026**. We thank all applicants for their interest. Please let us know if you require accommodation under the Ontario Human Rights Code at any stage of the recruitment process.

About OECEM

OECEM is a trusted not-for-profit sourcing partner for Ontario's education sector, broader public sector, and other not-for-profit organizations. We contract with innovative, reputable suppliers to offer a comprehensive choice of quality products and services, to generate significant savings for our customers.

Our staff are passionate about leading projects to acquire collaboratively-sourced and competitively-priced products and services for [OECEM's Marketplace](#) and connecting customers and suppliers with leading edge products and services to meet customers' needs.

