

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – PROCUREMENT SECTION - LOCATION – 120 KING ST. W., 9th FLOOR)

PROCUREMENT DATA ANALYST

SUMMARY OF DUTIES

Reporting to the Procurement Manager, responsible for analyzing and monitoring data for reporting purposes on the adherence to the City's Procurement Policy and Procedures and contractual agreements with vendors. Monitors City expenditures to ensure compliancy, investigates any discrepancies and reports findings. Enters and analyses data in applicable software programs and assists with the preparation of procurement activity reports and presentation material submitted to Council. Assists in developing, implementing and maintaining policies and procedures related to Procurement as well as procurement related training programs.

GENERAL DUTIES

Performs analysis on various Procurement related data including but not limited to City expenditures, bid submissions, contract compliance and procurement compliance.

Compiles data from various sources, procurement programs and databases including PeopleSoft, bids&tenders™, Biddingo, and Excel to produce comprehensive reports.

Produces spreadsheets for reporting and assists with the preparation of procurement activity reports and presentation material submitted to Council.

Examines, analyzes, reconciles and reports on vendor invoices, matches to delivered services and products and confirms compliance with purchase agreements and service level agreements.

Perform analysis on vendor invoices and reports on discrepancies and violations of contract documents and/or procurement policies.

Develops and maintains a system to monitor City wide expenditures. Produces analysis to support expenditures are in accordance with contractual agreements and Procurement Policies. Reports findings to Procurement Manager and/or Procurement Analyst.

Consults and liaises with the City staff to gain an understanding of the goods and services procured and to attain necessary documentation required to complete any spend analysis.

Assists in developing, implementing and maintaining policies and procedures related to Procurement.

Assists in the development and maintenance of training programs in order to effectively transfer knowledge of Procurement policies and procedures to all levels of users.

Participates in special projects. May be assigned to an initiative or project requiring the individual to take direction from Procurement Manager and/or Procurement Analyst.

Attends project team meetings as required.

Performs other duties as assigned related to the responsibilities of the job.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through the completion of a Community College diploma in Business, Accounting or other appropriate field and/or a combination of education and relevant work experience.
2. Strong analytical skills. Demonstrated ability to research, produce information and create clear/concise written documentation.
3. Demonstrated strong administrative skills with excellent attention to detail involving coordinating, reporting and tracking procurement related documents. gained through practical experience.
4. Experience in a computerized environment. Proficiency utilizing Microsoft Office Suite (Word, Excel, PowerPoint) and other software programs as required. Demonstrated experience with PeopleSoft an asset.
5. Must have detailed and advanced working knowledge and experience with Excel. Demonstrated ability to develop and analyze complex reports using Excel functionality such as formulas and linking.
6. Strong interpersonal and customer service skills.
7. Demonstrated problem-solving skills and the ability to multitask and prioritize in a busy environment, while maintaining accuracy within tight deadlines.
8. Excellent verbal and written communication skills as demonstrated through the production of reports for publication, presentation and service development.
9. Ability to present data to meet the needs of various users.
10. Strong interpersonal skills with a demonstrated ability to work effectively with others. Ability to display and foster teamwork within the work unit, relate to City staff and the public in a tactful and courteous manner.