



Human Resources
Recruiting

Sourcing Analyst
November 17, 2008

Mosaic is currently seeking a **Sourcing Analyst** for our **Regina** location. As the successful candidate, you will be responsible for implementing and executing the Strategic Sourcing Workflow Process and specific initiatives associated with the strategic sourcing of Mosaic equipment, materials and services.

Principal Accountabilities:

- 30% Collect supplier and market data, specifications, and standards required for the implementation of Potash Business Unit Strategic Sourcing initiatives. Analysis for Potash Business Unit.
- 30% Draft, initiate and manage contracts, RFQs, RFPs, blanket purchase orders, and other purchasing processes associated with the initiation and implementation of Strategic sourcing agreements. Manage source selection and development through a team process, including the evaluation of Total Ownership Cost, quality, delivery, and continuous improvement.
- 15% Conduct training and information communication for Suppliers and Mosaic employees on topics associated with the strategic Sourcing Process, Alliance Supplier implementation and transition, Supplier Scorecard/KPI processes and Supplier utilization.
- 15% Track, prepare and distribute KPI reports, Supplier Scorecards and Supplier Performance measures.
- 10% Manage the relationships for Alliance agreements associated with office materials, services and SG&A categories.

Required Education, Experience, Skills:

The ideal candidate will possess an Accounting Diploma or related field and hold a CPP accreditation combined with three years professional experience working in a procurement environment. The incumbent will be able to exhibit strong problem solving skills and demonstrate exceptional communication skills. Demonstrated knowledge of policies and procedures in the procurement area with a strong working knowledge of Microsoft Office software and Purchasing applications would be a definite asset.

If you are interested in applying for this position, please apply on-line at www.mosaic.jobs.