

Contract Employment Opportunity Sustainable Purchasing Specialist

Start Date:	March 2018
Hours:	25-35 hours per week
Location:	Vancouver, British Columbia
Supervisor:	Tim Reeve, President and Company Founder
Pay:	Hourly rate of \$25-40 based on experience
Closing Date:	Rolling until suitable applicant selected
Applications:	Send a cover letter and a resume including references via email to info@reeveconsulting.com stating "Application: Sustainable Purchasing Specialist" in the subject line.

Position Description

Reeve Consulting is seeking a highly motivated project consultant to join a small and dynamic firm that specializes in sustainability strategies and social and environmental procurement programs for businesses, governments, and non-profit organizations; someone with outstanding communication skills and who is passionate about helping organizations implement leading sustainable supply chain and social impact programs. Working directly with the company president, and liaising with a network of associates, the *Sustainable Purchasing Specialist* coordinates multiple projects and a national networking program for cities and universities. We're offering a permanent part-time contract to start with the potential for full-time employment. Working hours can be flexible. Candidates should have their own laptop computers equipped with MS Office and a mobile phone.

Specific duties and responsibilities include:

- Creating social, environmental, and ethical purchasing policies and programs for clients.
- Research on best practices, industry trends, client issues, and basic data analysis.
- Report writing, editing, and production including full document formatting.
- Coordinating project team and client meetings, note-taking, and follow-ups.
- Organizing thought-leader interviews and stakeholder engagement programs.
- Managing work planning with other consultants, team members, and associates.
- Coordinating a community of practice of 20 Canadian cities and universities (MCSP).
- Proposal writing and developing new business opportunities to grow the firm.
- Maintaining the corporate blog, website, and basic social media (e.g. Twitter, LinkedIn).
- Tracking of project expenses, invoicing, and managing hard-copy and online document files.

Required skills and qualifications:

- Bachelors or Master's Degree in applicable field.
- 2+ years' advisory experience working on green, social and ethical purchasing programs, or 5+ years' experience in corporate social responsibility or a related field.
- Experience working on projects with public sector, particularly local governments.

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Required skills and qualifications continued:

- Solid understanding of procurement principles and practices.
- Extremely well-organized and capable of managing multiple projects and relationships.
- Excellent verbal and written communication skills with full English fluency.
- Experience with change management, training, and facilitation.
- Creative, curious, problem-solving, and collaborative attitude and working style.
- Independently-motivated worker and thinker.
- Extremely detail-oriented and strong financial management skills.
- Proven skills with MS Office software programs (Word, Excel, PowerPoint).

Desirable skills and experience:

- Strong diplomacy and ability to facilitate decision-making and consensus within groups.
- Direct experience managing sustainability networks and member relations.
- Direct experience in public procurement and understanding of supply chain risks.
- Talent at developing and managing relationships with potential clients and partners.
- Ability to master and teach others new software applications.
- Well-practiced analytical and critical thinking skills and creative problem-solving ability.
- Marketing experience and ability to use social media platforms to advance campaigns.
- Basic design skills and ability to produce great looking reports, tables, and proposals.
- Outstanding ability to exercise judgement at all times and proven trustworthiness.
- Ability to work in French.

About Reeve Consulting

Reeve Consulting is a boutique consultancy based in Vancouver, BC specializing in sustainability strategies and social and environmental procurement programs for businesses, governments, and non-profit organizations across North America. We are a small firm that works with big clients and we are driven to make a difference by positively impacting global supply chains.

We are an innovative, nationally-recognized, fun-loving firm. This position offers a great opportunity to make a significant contribution to the inner workings of a small consultancy and offers potential for career growth, as well as exposing the successful candidate to in-depth work on a wide variety of projects and with a wide variety of clients. For more information visit our website and blog via www.reeveconsulting.com.

Reeve Consulting knows that diverse teams are strong teams. We welcome people from all identities, backgrounds and experiences. All qualified candidates are encouraged to apply, although Canadians and Permanent Residents will be given priority. We thank all that apply, but only those selected for an interview will be contacted. No phone inquiries please.