MITSUBISHI ELECTRIC SALES CANADA INC.

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Changes for the Better

Job Title: Procurement Data Analyst

Position Summary:

This position is an integral part of the Supply Chain and Operations team and will be tasked with data extraction and analysis, creating and updating reports on key performance indicators, collaborating with various stakeholders to identify and justify variances to plan, based on budgets, actual results, forecasts and targets. The successful candidate will contribute fact based and data driven intelligence to the management team to enhance business decisions and goals achievement. The role will also act as support for sourcing activities and supplier selection, process compliance and improvement, and will perform regular data maintenance and management within the scope of procurement analytics.   The position reports to the Senior Manager, Supply Chain & Operations.

Key Responsibilities:

- Collects, extracts, or receives data from disparate sources.
- Validates data for completeness and accuracy, flagging variances, prepares reports and presentations, and uploads results in data management systems.
- Works with stakeholders and data providers to improve data maintenance and data management workflow.
- Interfaces with data end-users and the data storage/management architecture team to ensure that systems meet business needs.
- Develops and executes standard or custom queries or reports to retrieve data as required.
- Ensures procurement data accuracy for demand and supply risk management data reporting.
- Optimizes processes and data management within the procurement analytics space, identifying areas for improvement and proposing solutions.
- Conducts regular reviews of procurement data to identify trends, anomalies, and opportunities for cost savings or process enhancements.
- Communicates effectively with cross-functional teams, presenting complex data in a clear and concise manner to support decision-making at various levels.
- Stays informed about industry trends, best practices, and emerging technologies in procurement analytics to continuously enhance the effectiveness of the role.
- Optimizes processes and data management within the procurement analytics space, identifying areas for improvement and proposing solutions.
- Perform ad-hoc projects as required.

Requirements & Qualifications:

- Strong background in extracting and manipulating data for reporting and analysis.
- Experience in collaborating with cross-functional teams, including product or category managers, and supplier management teams.
- Familiarity with sourcing, supplier selection, and contract management compliance.
- Proficient in Excel, Power BI, PowerPoint as well as data extraction and analysis tools.
- Understanding of ERP/MRP systems logic and functionality.
- Knowledge of procurement processes, spend analysis, and key performance metrics.
- Proven ability to drive process improvements and optimize data management within the procurement analytics space.
- Organization skills: identifies and prioritized information.
- Analytical thinking: Identifies relationships between data and information.
- Detail oriented: Locating and collecting data from appropriate sources and analyzing it to prepare meaningful and

concise reports that summarize the information.
- Providing advice: Provides suggestions based on established information and precedent.
- Teamwork: Work better with others to achieve mutual goals.
- Problem solving: Work through issues critically and creatively to develop innovative solutions.
- Post-secondary education focused on Business Administration, Finance, Data Sciences or similar.
- 3-5 years of experience in Finance, Business, procurement in a data analysis or related role.

Accommodations will be available upon request for persons with disabilities.