



2026-05-04

ENWIN Utilities Ltd. is currently accepting applications for the vacant position of:

Strategic Sourcing Specialist
(Temporary Contract)

Location: Windsor, ON

Reporting to the Manager Procurement, the successful applicant is responsible for drafting procurement documents; participating in procurement events including administering competitive market events for the ENWIN Group of Companies, and WUC; publishing documents to supplier stakeholders; reviewing and evaluating responses; making source recommendations in compliance with the approved Purchasing Policy. This position will also be responsible for performing departmental data analytics and reporting; extracting relevant data in support of departmental KPI's and performing analytics to ensure efficient operation of purchasing activities; preparing annual reports as required for review by the Manager. The Strategic Sourcing Specialist will also be responsible for providing purchasing services to internal departments and ensuring customer requirements are met for Class A materials including communicating, coordinating, overseeing, and expediting of said products.

The successful applicant must have the following skills and competencies:

- University degree in Supply Chain Management, Business, Finance, or related field of study with more than one (1) year of similar or related experience; OR
- College diploma in Supply Chain Management, Business, Finance, or related field of study with minimum of two (2) years comparable experience in similar or related experience; OR
- Secondary school diploma with more than five (5) years of similar or related experience.
- Diploma in Procurement & Supply Chain Management or Certificates from Supply Chain Canada would be considered an asset.
- Equivalent training from the Ontario Public Buyer's Association or the Institute for Public Procurement would be considered an asset.
- Experience in drafting diverse types of procurement documents including Requests for Tenders, Requests for Proposals, etc.
- Knowledge of purchasing rules and regulations in a utility environment or in a public sector context considered an asset.
- Demonstrated ability to conduct data analytics and reporting.
- Ability to prioritize and meet deadlines.
- Well-developed verbal and written communication skills.
- Strong customer service orientation both internal and external.
- Ability to apply sound reasoning and judgement in decision making.

4545 Rhodes Drive, P.O. Box 1625, Stn. "A", Windsor, ON, N8W 5T1



- Strong organizational and time management skills.
- Ability to work independently or as part of a team.
- Functional knowledge of SAP (Purchasing) software an asset.
- Strong computer skills working with a variety of computer systems including Microsoft Office (Excel, Word, Outlook and PowerPoint), and ERP systems.

Salary Range for Qualified Candidates: \$86,219 - \$95,799

Qualified applicants may apply at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Tuesday, May 19, 2026**. **Please quote File #EWU-26-01-026 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.

ENWIN Utilities Ltd. provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.