



Role: Procurement Data Analyst /
"Supply Chain Catalog Content Support"
Dept.: Project Execution

Job Posting

Dept: Human Resources
Doc. No.: H-000-006-HRM-LTR-001
Rev.-Date: Rev02-20260909
By: D. St. Arnaud

Structure

Reporting to: Managing Director
Direct reports: None
Location: ~~Remote~~
✓ On-site
Hybrid
Type: ~~Permanent~~
✓ Temporary/Contract
6 months
Work hours: Weekdays, 40 hrs./wk.
7:30 AM – 16:00 PM
Vehicle: Own transport to get to work daily
Sudbury, ON (Garson)

Compensation

Gross rate: 32 CAD/hr
Gross salary: -
Bonus: Yes, on completion only
Leave: 4%
RRSP: No
Medical: No
Other: No
Mileage: No

Role

- **IMPORTANT:** This role is a [secondment](#) to one of Azure Technical's clients. You will be employed by Azure Technical, but will be required to work at the client's premises as your regular place of work, you will work on their business systems with their computers and policies and requirements.

Qualifications

- Relevant Degree or Diploma.
- Proficiency with Microsoft Excel for data cleaning and analysis, including formulas, filtering, sorting, lookups, and pivot tables.
- Strong attention to detail, organization, and ability to work accurately with data.
- Must have a reliable personal vehicle to travel to the on-site Sudbury work location.
- Eligible to work in Canada.

Notes

- The final offer will depend on the qualifications, experience, and other factors of suitability for the role. Azure Technical will at its sole discretion determine the suitability of a candidate.

Job Description

- The job description as offered by the client is on the next page.



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JOB DESCRIPTION

POSITION TITLE: Catalog Content Support

DEPARTMENT: Supply Chain Canada

LOCATION: Sudbury, Ontario

DATE PREPARED: August 2026

General Accountability:

The Catalog Content Support position is responsible for supporting the Catalog Content Lead in the ongoing development, maintenance, validation and administration of material and service catalogs published within the Coupa Source-to-Pay platform.

The position supports the accuracy, completeness and ongoing validity of catalog information by performing day-to-day data collection, validation, comparison, maintenance, reporting and follow-up activities.

Reporting to the Catalog Content Lead, the Catalog Content Support position will work closely with Supply Chain Canada Category Leads to receive approved commercial and catalog information and provide catalog data, reports, exceptions and identified discrepancies back to the Category Leads.

The role acts as an important operational link between Category Management and Catalog Content Management, ensuring that approved supplier, pricing, contractual and item information is accurately reflected within Coupa.

The Catalog Content Support position will also work with procurement teams, site personnel, codification and material master teams, inventory management personnel and suppliers as required to maintain accurate and effective catalog content.

Reporting Structure:

The Catalog Content Support position reports directly to the Catalog Content Lead.
The position has no direct reports.

The Catalog Content Support positions will provide day-to-day operational and data support to the Catalog Content Lead.

Key Responsibilities:

- Support the Catalog Content Lead in the day-to-day administration, development and maintenance of material and service catalogs within the Coupa Source-to-Pay platform.
- Receive, review, validate and prepare catalog data from suppliers, Category Leads and other stakeholders, ensuring information is complete, accurate and compliant with the Company's cataloguing standards prior to processing.
- Maintain catalog information including supplier and manufacturer details, part numbers, descriptions, units of measure, pricing, currency, contract references, effective/expiry dates and other required attributes.
- Work closely with Category Leads through a two-way exchange of information, receiving approved contractual, commercial, supplier and pricing data while providing catalog extracts, reports, discrepancies, exceptions and other information required to support category and supplier management activities.
- Compare catalog information against approved contracts, price files, existing production catalogs and supplier submissions, identifying discrepancies, duplicate records, missing information, abnormal price changes and other data-quality concerns for resolution.
- Process approved catalog additions, modifications, deletions, uploads and publications in Coupa, including post-load validation to confirm that approved information has been accurately implemented.
- Monitor the ongoing accuracy and validity of active catalogs, including pricing, effective and expiry dates, obsolete content and other exceptions, and coordinate required corrective actions with the Catalog Content Lead, Category Leads and suppliers.
- Maintain appropriate tracking, supporting documentation and audit trails for catalog requests and changes, including status, approvals, outstanding actions and completion.
- Coordinate and follow up with suppliers to obtain missing or corrected information, communicate catalog requirements and standards, and support supplier onboarding, catalog enablement, CXML/CSP activities and testing as required.
- Provide day-to-day catalog support to Buyers, Category Leads and site Supply Chain teams, investigating catalog-related issues and coordinating with Material Master, Codification, Inventory Management and other stakeholders where required.
- Analyze procurement and catalog data to identify opportunities to increase catalog coverage, convert recurring free-text purchases to catalog items and increase buyerless buying.

- Support the Catalog Content Lead in monitoring and reporting catalog performance and compliance, including catalog utilization, catalog versus free-text purchasing, buyerless buying, price variances, outstanding requests, processing lead times, supplier data quality and catalog expirations.
- Support implementation of new or amended supplier agreements by coordinating the collection, validation, preparation and implementation of the required catalog information.
- Participate in continuous-improvement initiatives to improve catalog accuracy, utilization, processing efficiency, supplier compliance, data standards and reporting.
- Escalate commercial, contractual, pricing, data-quality or recurring supplier issues to the Catalog Content Lead and/or responsible Category Lead as appropriate, recognizing that commercial and contractual approval remains the responsibility of the Category Lead.

Relationships

Internal contacts include:

- Catalog Content Lead;
- Supply Chain Canada Category Leads;
- Procurement Leads;
- Senior Buyers and Buyers;
- Site Supply Chain personnel;
- Inventory Management personnel;
- Material Master and Codification teams; and
- Other Supply Chain Canada personnel.

External contacts include:

- Suppliers;
- Catalog and system service providers; and
- Consultants as required.

Working Conditions

- Primarily office-based working environment.
- Periodic exposure to mining, metallurgical and industrial operations may occur during site visits.
- Limited travel may be required depending on operational requirements.

Dimensions

- Supports catalog management across Canadian Supply Chain operations.
- Approximately **350,000 Stock Keeping Units (SKUs)**.
- Approximately **US\$300M in inventory value**.
- Catalogs supporting multiple Canadian operating sites.
- **Two Catalog Content Support positions reporting to the Catalog Content Lead.**

The above job description reflects the general details considered necessary to describe the principal functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.