



Example of Sourcing Coordinator Job Description

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Our company is hiring for a sourcing coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for sourcing coordinator

- Administers the Healthcare of Ontario Pension Plan (HOOPP) to employees enrolled in the plan
- Completes monthly and annual reconciliation of HOOPP contributions for all employees
- Completes annual reconciliations of WSIB, EHT, CPP, EI, Taxes etc
- Prepares and submits file to financial institution to deduct premiums for benefit payments from employee's bank accounts on a monthly basis
- Coordination, review, and approval of preliminary and production T4 and T4A reports, ensuring that all earnings and deductions codes are reported on T4s and T4As, are accurate and balance to payroll registers
- Completes the Pensionable and Insurable Earnings Reports (PIER) from Canada Revenue Agency
- Focuses on Quality Assurance to help analyze multiple reports to ensure WSI standards
- Be responsible for the procurement of OM&S, such as MRO, office stationery, PPE kinds of services and any other purchase requirement from site activities
- Be responsible to negotiate and conduct the relevant contract and agreement
- Be responsible to file and manage kinds of the related sourcing operation documentations, such as the record to assess and evaluate the vendors, contracts and orders etc

Qualifications for sourcing coordinator

- Commitment to and ability to understand the beliefs and needs of key stakeholders, while maintaining a focus on achieving high leverage outcomes for students
- Willingness to take risks and courageously communicate ideas with respect and humility
- Genuinely enjoys people and is committed to helping them become the best versions of themselves
- Ability to balance multiple relationships and projects
- Embody core values and commitment to diversity, equity, and inclusiveness