

1. **Start Date:** January 5<sup>th</sup>, 2026
2. **Hours:** Regular hours are 9AM – 5PM Monday to Friday
3. **Duration:** Ongoing / Full-time
4. **Location:** Vancouver, British Columbia – Downtown Office
5. **Supervisor:** Tim Reeve, President and Company Founder
6. **Wage & Salary:** \$80K - \$95K + benefits & profit-sharing; based on experience & qualifications
7. **Closing Date:** Applications will be assessed on a rolling basis.
8. **Applications:** Send a cover letter and resume to [info@reeveconsulting.com](mailto:info@reeveconsulting.com) stating “Application: Sustainable Procurement Consultant” in the subject line.

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### Company Overview & Role Description

Since 2004, Reeve Consulting has helped the world's biggest brands achieve their sustainability goals by advising them how to act on the social and environmental opportunities in their supply chains. We are a small firm working with large public and private sector clients, including a large number of Canada's cities and universities, as well as three past Olympic Organizing Committees, the UN, and Asian Development Bank. Reeve is known for helping clients find simple solutions to complex sustainability challenges, high-quality work, attention to detail, and outstanding management of projects.

We are inviting a highly motivated individual to join our team; someone who is passionate about helping large organizations and institutions harness the power of their procurement activities to drive positive environmental and social impacts. We are seeking someone with a minimum of 3 years of experience working on sustainable supply chain programming, either in a consulting role or on staff with a brand, and at least 5 years of total working experience in sustainability. Our ideal candidate is initiative-taking and has outstanding communication skills, excellent attention to detail, a strong network in the sustainability community and works well in a collaborative, small team environment.

Working with the company President and other Project Managers, the Sustainable Procurement Consultant manages a portfolio of client projects and relationships, contributes to proposal writing, business development, and firm marketing. We are offering ongoing regular employment based on a 32- or 40-hour work week (depending on preference).

### Duties and Responsibilities

- Managing and delivering client projects on time and on budget: developing work plans, tracking project expenses, and providing progress updates to key stakeholders.
- Creating client deliverables such as policies, tools, action plans, reports, presentations, etc.
- Facilitating client project and work team meetings, agenda planning, facilitating and follow-ups.
- Managing stakeholder engagement with clients and facilitating working groups.
- Drafting, editing, and producing reports, including large document formatting.
- Preparing and facilitating workshops and presentations in-person and on Teams/Zoom.
- Researching responsible sourcing trends, best practices, and related issues.
- Organizing thought-leadership interviews, note-taking, and summarizing research findings.
- Leveraging communication skills to develop strong relationships with clients and partners.
- Supporting business development processes, including identifying potential clients, nurturing relationships, proposal writing and responding to RFPs.

### Required Skills and Qualifications

- 5 years' of professional experience as a consultant or in an in-house sustainability role that includes 3 years' experience in green/social/Indigenous procurement.
- Highly knowledgeable in one or more of the following areas:
  - Sustainable procurement,
  - Social procurement facilitation and CBA monitoring
  - Indigenous procurement
  - Human rights due diligence.
- Post-secondary degree in sustainability, business, supply chain, and/or related disciplines.
- Solid knowledge of procurement processes within private and public sector organizations.
- Organized and capable of managing multiple projects, deadlines, and relationships.
- Strong experience with facilitation, presenting, working with groups, and public speaking.
- Excellent verbal and written communication skills with full English fluency.
- A strong network of contacts in the sustainability and business communities.
- Excellent research and analytical skills.
- Outstanding judgement and proven trustworthiness.
- Independent worker and thinker.
- Proven skills with MS Office and other business software tools including Teams/Zoom, OneDrive, SharePoint & CRMs.

### Desirable Skills and Experience

- Direct experience working on social procurement programming on capital/construction projects.
- Knowledge of software platforms to support responsible sourcing programming.
- Experience developing human rights due diligence systems, policies, and/or procedures.
- Ability to master and teach new software applications.
- Creative and curious, with a collaborative attitude and problem-solving working style.
- Marketing experience and ability to use digital platforms to promote the firm and its projects.
- Strong networks within the BC, Canadian, or broader responsible sourcing communities.
- Ability to work in French or Spanish.

This position offers a fantastic opportunity to make a significant contribution to the inner workings of a growing consultancy and offers potential for career growth and ongoing learning opportunities. It will expose the successful candidate to a wide variety of projects and clients in the public and private sectors.

Reeve Consulting knows that diverse teams are strong teams. We welcome individuals from all identities, backgrounds, and experiences. All qualified candidates are encouraged to apply, although Canadian Citizens and Permanent Residents will be given priority.

Only those selected for an interview will be contacted. No phone inquiries please.

If you are interested in this opportunity, send your resume with a covering letter to [info@reeveconsulting.com](mailto:info@reeveconsulting.com) with "Application: Sustainable Procurement Consultant" in the subject line. Applications received in any other form will not be considered.