



Procurement Officer, Construction (PRO00E9)

Employee Status:	Regular
Bargaining Unit:	Amalgamated Transit Union (ATU)
Pay Range:	\$40.25 - \$50.97
Location:	30 Wellington Street West
Closing Date:	20-Jun-2021

**Start Rate: \$40.25 per hour (Non-Negotiable)
\$40.25 - \$50.97 per hour (ATU Bargaining Unit)**

Metrolinx is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

We embody our values in everything that we do. We Serve with Passion, Think Forward, and Play as a Team. If you can relate, we want to hear from you!

Under the supervision of the assigned Category Manager, the Procurement Officer, Construction coordinates the procurement of goods and services; and, provides strategic guidance to clients on preparation of contracts and specifications.

What will I be doing?

- Providing detailed ongoing guidance to client groups on the principles of contract and specification preparation and procurement strategies; ensuring continuity of supply by developing new/alternate sources of supply.
- Administering and coordinating the procurement process including drafting RFx documents and negotiation for complex and high value (multi-million dollar) projects via different procurement vehicles using either Price based or Evaluated methodologies.
- Providing client groups/vendors with status for all procurements
- Administering and monitoring the procurement processes encompassing minor to major operating & capital projects with emphasis on the procurement of goods and services.
- Ensuring that procurement processes are conducted in compliance with applicable laws, corporate policies and procedures to achieve best value.
- Coordinating amendments to contracts.

What skills & qualifications do I need?

- Successful completion of a university degree, preferably in business, commerce, supply chain management, engineering or a related discipline, or a combination of education, experience and training deemed equivalent.
- Knowledge of purchasing principles and practices normally attained through the completion of a professional development program with certification such as Supply Chain Management Professional (SCMP), Certified Supply Chain Professional (CSCP), Certified Professional in Supply Management (CPSM), Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB), or completion of the Ontario Public Buyers Association's (OPBA's) Principles of Effective Public Purchasing Certificate Program, or any combination of education, training and experience deemed equivalent.

- Minimum 4 years' experience, providing a solid background in administering and coordinating complex procurement processes, including drafting RFx documents and chairing meetings.
- Analytical, organization skills and attention to details are required to effectively administer the overall procurement process.
- Excellent, oral and written communications along with strong customer service skills to establish effective working relations with client groups and vendors.
- Thorough knowledge of computer applications especially MS Word and Excel.

Accommodation:

Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Application Process:

To apply for this position, please submit your resume online through the Current Opportunities page: https://metrolinx.taleo.net/careersection/ex/jobdetail.ftl?job=PRO00E9&lang=en&sns_id=mailto#.YL96PiTIY_Y.mailto

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER