



### **Buyer:**

Reporting to the Manager of Purchasing, the Buyer is a strong communicator who excels in providing expert advice to a variety of clients and is responsible for all aspects related to the procurement of goods, services and construction within a centralized and electronic procurement environment.

### **Job Duties Include, but are not limited to:**

- Responsible for the preparation, issuance, opening, analysis, recommendation of Bid Documents; and creation of draft reports and award of bid documents, through a competitive process
- Monitor and assist Clients in the administration of Contracts, where applicable to ensure contract compliance
- Perform the complete buying function for a variety of commodities for all Departments, including recommending Vendors and contacting them to obtain details on pricing, availability, delivery costs, etc.
- Prepare and maintain purchasing records, reports and price lists
- Knowledge of legislation that affects the Public Purchasing function, including but not limited to Sale of Goods, GST, HST, WSIB, Health and Safety, Ontario/Quebec Free Trade, Comprehensive Economic and Trade Agreement (CETA), Construction Lien Act, Quality Management System and the Town of Ajax Policies and Procedures, etc.
- Provide professional assistance and advice to Departments on purchasing and related issues, such as the Purchasing By-Law, Work Instructions, Procedures, Policies, Vendor management, contract management and eBidding where required
- Create OP's (Purchasing Section Purchase Orders) as requested for Clients
- Monitor the Buyer Queue/Condition Box for requisitions that require investigation
- Run Open Orders Report and send to department for efficient processing and maintaining of orders, as required
- Support the Senior Buyer with respect to reviewing/testing/training of any new versions of Purchasing Module

### **Qualifications/Skills:**

- Graduate of an accredited university or college with a degree/diploma in Procurement, Business Administration, Supply Chain Management or related field or a combination of education and demonstrated public procurement experience.
- Have or are enrolled in a recognized purchasing professional certification program such as the Certified Professional Public Buyer (CPPB) or Certified Supply Chain Management Professional (CSCMP).
- Comprehensive understanding of the practices, legislations and trade agreements governing public procurement and contracts (i.e. CETA, CFTA, Construction Act), as well as, contractual language, insurance, bonding and health and safety requirements.
- Knowledge of construction contract documents, such as Ontario Provincial Standards (OPS) and Canadian Construction Documents Committee (CCDC) an asset.
- Minimum of two years of experience working in a procurement environment that includes; bid document preparation, vendor performance management, conflict resolution and interpretation of legislation that pertains to procurement activities.
- Experienced in the review of specifications and terms of reference for Request for Procurement Processes for goods and services, based on information provided by the end user and standard document requirements.
- Proficiently prepare bid documents for routine and repetitive requirements ensuring adherence to the Procurement by-law, relevant government laws, regulations and ethical purchasing practices,
- Analyze bid submissions, draft reports and make recommendations.
- Be able to identify, suggest and advise on alternative purchases of supply in response to bid document requirements.
- Strong project management skills for working on highly complex projects.
- Provide professional advice and assistance to internal and external clients on Purchasing Policies.

- Demonstrated computer skills inclusive of spread sheet applications, Microsoft Office (Word, Excel, Outlook) electronic procurement systems and electronic bidding. Experience with JD Edwards and/or eSolutions bids&tenders would be an asset.
- High degree of technical, analytical and clerical accuracy.
- Excellent organizational, analytical, negotiation, facilitation, report writing and a demonstrated aptitude for figures.
- Exceptional verbal and written communication, interpersonal and customer service skills with ability to work effectively with all levels of staff, vendors, consultants and contractors.
- Ability to execute projects with minimal supervision, work independently as well as part of a team, demonstrating leadership skills.
- Ability to look for new opportunities for improvement within the Department and implement plans / strategies of action.
- Valid Ontario Class G Drivers' License in good standing.
- Ability to provide a satisfactory criminal reference check.

**Rate of pay:**

\$39.07 - \$41.41 per hour

This is a unionized position that works 35 hours per week.

**Deadline to apply:**

Applications are accepted at [www.ajax.ca/careers](http://www.ajax.ca/careers) until **11:59 p.m. on October 31, 2020.**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.