



Manager of Purchasing

Permanent, full-time position

Do you have the expertise and experience to lead the purchasing department of a major school board? As a seasoned professional purchaser, you'll oversee and direct the Peel District School Board's purchasing and contract management processes and procedures.

Reporting to the Controller of Corporate Support Services, you'll be responsible and accountable for the management and direction of the purchasing department and all aspects of the procurement and supply chain management function as outlined in the Board's procurement regulations and in support of the Broader Public Sector Directives set out by the Ontario Minister of Finance.

As Manager of Purchasing, you'll lead the purchasing and contract management processes for major initiatives and high value contracts. You'll also develop and implement the Board's purchasing policies and procedures, direct the issuance of all quotations, tenders and proposals, and develop the contacts associated with major purchases while maintaining the integrity of the purchasing process.

Your duties in this important role will include ensuring all Board staff delegated with the authority to purchase goods and services adhere to the Board's procurement regulations, taking the lead in establishing and promoting environmentally and socially responsible purchasing practices, and working with other public institutions to promote collaborative initiatives resulting in efficiencies. You'll also make recommendations for improvements to the procurement process based on the analysis of data and monitoring of trends and advancements, and mediate disputes between suppliers and the Board. Reporting to senior management and the board of trustees, you'll be responsible for the supervision of several staff members.

EXPERIENCE AND QUALIFICATIONS

In addition to a diploma in a business-related field or an equivalent combination of education and experience, and a professional purchasing designation (i.e. Certified Supply Chain Management Professional (CSCMP), Certified Public Purchasing Officer (CPPO)), you will bring the following experience and expertise to the role:

- Five (5) to seven (7) years' progressive purchasing experience.
- Excellent negotiation skills.
- Outstanding interpersonal skills to effectively interact with all stakeholders.
- Excellent conflict resolution skills.
- Demonstrated extensive leadership abilities.
- Excellent communication skills, both written and verbal.
- Knowledge of Human Rights Code and Employment Standards Act.
- Demonstrated commitment to working in a diverse school community and/or work environment.

ASSETS

- Experience with school boards or other large public sector organizations.

Salary Range: \$96,539 - \$120,676

Duties to commence as soon as possible.

To apply for the position of Manager of Purchasing, please complete an online application through [Apply To Education](#). Your completed application package on Apply to Education must include your cover letter, resume and supporting educational credentials. **Applications must be received no later than 4:30 p.m., Wednesday, October 28, 2020.**

The Peel District School Board, one of the largest school boards in Canada, is a racially, culturally and linguistically diverse board that serves 155,000 students who have 162 different ethnic backgrounds, 87% of whom are racialized non-white. Our students have 121 different languages as a first language and are diverse in terms of their gender, gender expression, sexuality, ability, faith and cultural background.

For the safety of students, successful candidates will be required to submit a satisfactory criminal background check prior to the commencement of any employment duties. Recent changes made by the RCMP have resulted in significant processing delays for some candidates. You may wish to start the process to obtain your criminal background check as soon as possible

We appreciate the interest of all applicants, but will only be interviewing selected candidates. For the safety of students, all school board staff need to provide a satisfactory criminal record check prior to commencement of employment.

The Peel District School Board is committed to equity in employment. We will provide reasonable accommodation, based on any of the human rights protected grounds, during the hiring process if advised in advance.

When contacted, candidates will be provided with an overview of the various elements of the selection process, such as tests and skill demonstrations. We will provide employment accommodation (i.e. an accessible location, rescheduling of interviews that fall on Days of Significance) if we are advised of an applicant's needs in advance of any part of the selection process.

PREFERENCE WILL BE GIVEN TO QUALIFIED MEMBERS OF THE ADMINISTRATIVE STAFF GROUP.