



Senior Buyer, Level 2

York University champions new ways of thinking that drive teaching and research excellence. Through cross-disciplinary programming, innovative course design, diverse experiential learning and a supportive community environment, our students receive the education they need to create big ideas that make an impact on the world. Located in Toronto, York is the third largest university in Canada, with a strong community of 53,000 students, 7,000 faculty and administrative staff, and more than 300,000 alumni.

In this role you will be directly accountable for timely and appropriate supply and delivery of goods and services as required by the University community. Procure by purchase, rental or lease the required quality and quantity of goods and services in an efficient and effective manner using the highest standard of business ethics. And is required to analyze procurement activities on a Department, Faculty and University basis to determine and develop appropriate methods of facilitating acquisitions.

To be considered for this opportunity, you will bring the following:

Certified Supply Chain Management Professional (SCMP) designation or completed Certificate in Purchasing or equivalent required including successful completion of post-secondary courses related to contract and competitive bidding law, and contract development and negotiation. Minimum of three (3) years of procurement experience in a public sector environment. Knowledge of other educational/public sector organization's purchasing policies when participating in cooperative buying groups. Knowledge of any major changes/developments in commodities (e.g. introduction of new product lines), knowledge of research related acquisitions would be an asset. With any new products, the total cost of ownership must be analyzed (i.e. product life cycle, warranty costs). Knowledge of Competition Act, Sale of Goods Act, Canada and European Comprehensive Economic and Trade Agreement, Canadian Free Trade Agreement, and, Ontario-Quebec Procurement Agreement. Overall understanding of public policy that underlies public principles including requirement to operate in fair and transparent manner. Experience interpreting directives, guidelines, legislation and regulations in the public sector. Obligations surrounding fiduciary responsibility for public funds. Experience in sustainability would be an asset.

For full position details, including skills and knowledge requirements, and to apply to this exciting opportunity visit the External Career Portal (www.yorku.ca/jobs) and refer to posting 100654

We offer comprehensive benefits and access to superb educational and recreational facilities. For more information on what York has to offer U please visit: <http://hr.info.yorku.ca/benefits/>



The University welcomes applications from all qualified individuals, including, but not limited to women, persons with disabilities, visible minorities (racialized), aboriginal (Indigenous) persons and persons of any gender identity and sexual orientation. York University is committed to a positive, supportive and inclusive environment.

York University offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by York University regarding a job opportunity or testing, please advise if you require accommodation.

We are committed to enhancing our environmentally and socially responsible practices for the benefit of all members of the York community. Our long-term perspective recognizes our responsibility to be innovators and to continually work as a community to reduce our ecological impact.