



REWARDING CAREER AWAITS YOU AT THE TORONTO REGIONAL REAL ESTATE BOARD.

Why You Should Work Here

The **Toronto Regional Real Estate Board (TRREB)** is a not-for-profit organization and serves a diverse membership of over 56,000 real estate brokers and salespersons across the Greater Toronto Area.

A career with TRREB offers individuals rewarding opportunities to use their skills and talents to help make a difference in serving our membership. If you're looking for a challenging career in a dynamic work environment, TRREB is the place to be.

For more information about TRREB, please visit our website at www.trreb.ca.

TRREB is looking for a **Purchasing Manager** to fill a permanent, full-time role within the Finance department. The successful candidate will report directly to the Controller and will be responsible for the duties outlined below.

PRIMARY RESPONSIBILITIES

The Purchasing Manager is responsible for the procurement of products and services, the issuance of tenders and pricing proposals, obtaining quotation requests, as well as the tagging and tracking of TRREB's capital assets, and overseeing TRREB's insurance portfolio.

The incumbent is required to manage vendors and seek out high-quality goods and services at reasonable prices. This role also involves contract administration, including negotiating, reviewing, renewing, and maintaining a central repository for all TRREB's contracts.

In this position, the ability to negotiate effectively while maintaining mutually beneficial relationships is key.

PRINCIPAL DUTIES

1. Design, plan and implement sourcing and purchasing strategies to achieve the best results for TRREB.
2. Oversee the purchasing activities of TRREB, including identifying and sourcing new vendors of materials, equipment, supplies, and services.
3. Ensure product availability and timely delivery schedules for all products and services and maintain a database of approved suppliers.

4. Negotiate and administer purchasing agreements/contracts in conjunction with the internal TRREB team, ensuring compliance with TRREB legal requirements and payment terms.
5. Develop and maintain strategic relationships with key suppliers and vendors and work with them to achieve continuous improvements in costs and performance.
6. Coordinate, prepare, distribute and summarize all Requests for Proposals.
7. Evaluate and analyze all quotations, tenders, and price proposals to determine best supplier, subject to appropriate approvals.
8. Establish and maintain a process to ensure that all products and services are subject to the tendering process in accordance with TRREB Policy.
9. Be familiar with products and services, ensuring an appropriate level of product and service knowledge.
10. Tag capital assets with bar codes and maintain detailed records of all capital assets by location.
11. Coordinate the disposal of capital assets, ensuring compliance with Policy and that TRREB's capital asset records are properly updated.
12. Perform an annual count and reconciliation of all capital assets and provide appropriate reporting to the Controller.
13. Produce regular capital asset additions and disposal details for financial reporting purposes.
14. Coordinate, prepare, and manage TRREB's insurance portfolio including handling all insurance claims, promptly advising the insurer of any claims, and all other insurance related issues.
15. Maintain copies of all contracts for the organization, including a detailed log of contract details and maturities, and establish a process to advise of upcoming contract renewal dates, 6 to 12 months in advance of renewal, to allow adequate time for contract renewal discussions.
16. Participate in contract review for products and services to ensure completeness, accuracy, etc. and the integrity of the purchasing process.
17. Ensure the timely renewal or cancellation of contracts, with proper and ample notice being given to internal TRREB staff to ensure timely processing within the required timelines stipulated in the contracts.

18. Perform year-end duties including lease commitments reports, contract and RFP lists for the year, year-end cut off procedures for shipments/deliveries, etc.
19. Conduct annual and periodic employee performance reviews for direct reports in conjunction with the Controller, keeping the Controller apprised of job performance on a regular and continuous basis to ensure a smooth and efficient operation.
20. Develop and maintain an up-to-date operating and training manual for the Purchasing area.
21. Supervise and assign workflow as required to ensure that staffing resources are adequately utilized in the Purchasing area.
22. Act as backup for and/or assist Purchasing/Payables Administrator, in duties related to Purchasing to ensure the smooth and efficient operation of the Purchasing area.
23. Ensure that all staff delegated with the authority to purchase goods and services are aware of and adhere to TRREB's procurement policies.
24. Make recommendations for improvements to the procurement process based on data analysis and monitoring of trends and advancements in the purchasing profession.
25. Assist with TRREB special events, including on-site assistance at the event as required.
26. Perform other duties as assigned from time to time.

HEALTH AND SAFETY RESPONSIBILITIES

The incumbent will follow safe work procedures, knowing and complying with all health and safety regulations. Personal protection and safety equipment will be used if/when required. Any injury or illness, unsafe acts or unsafe conditions must be reported immediately to their Supervisor.

REQUIREMENTS

Education: Bachelor's degree in business or related field.

Professional purchasing designation (i.e. Certified Supply Chain Management Professional (CSCMP), and Project Management Professional (PMP) designation are an asset.

Experience: Minimum 10 years' progressive purchasing experience, with at least 5 years in a Manager capacity.

Excellent interpersonal skills to effectively deal with all stakeholders.

Excellent communication skills both written and verbal.

Demonstrated ability to take initiative; strong problem-solving skills to meet tight deadlines, and analytical skills.

Demonstrated relationship-building and relationship management skills including the ability to interact effectively with a diverse group of internal and external customers to provide a high level of customer service.

Strong project management skills with the ability to effectively develop and implement improvement strategies, organize, control, and coordinate a variety of activities in a fast-paced environment.

Advanced computer skills with Microsoft Office applications and Sage 300 for Windows is required.

Strong attention to accuracy, details, and effective negotiation skills to resolve issues.

Adaptability, flexibility, and the ability to maintain effectiveness during change.

Team player and ability to work independently.

SPECIAL WORKING CONDITIONS

Occasional overtime may be required to meet deadlines throughout the year.

Physical requirements of the position will require occasional bending, carrying, climbing, lifting, pushing, pulling, and reaching. Must be able to lift and move heavy objects on occasion.

This position will be exposed to highly confidential material and/or information. Every effort must be made to ensure that sensitive information and/or materials are shared with appropriate staff and properly stored and secured.

APPLICATION DETAILS

To apply for this position, please submit your cover letter and resume to the attention of:

Claudia Pugliese
Manager, Human Resources
via e-mail: hr@trebnet.com

Note: Please include "Purchasing Manager" in the subject line.

As an employer committed to the principles of employment equity, we encourage applications from women, Indigenous peoples, visible minorities, persons with disabilities and persons of all sexual orientation or gender identity. We are committed to providing an inclusive and barrier free experience to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. To request accommodation during the recruitment process, please indicate this in your email.

While we thank all candidates for their interest, only those short-listed will be contacted.