



**Posting For:** City of London  
**Position:** Manager I, Purchasing Operations (PB434)  
**Position Type:** Permanent, Full-time  
**File #:** COL00142

*The Corporation of the City of London strives to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to attracting, engaging, developing and celebrating exceptional people in public service who are representative of our community.*

**Summary:**

Reporting to the Manager III, Purchasing & Supply, this position is responsible for the effective and efficient operation and development needs of the City's Purchasing & Supply Operations including the utilization and supervision of procurement/supply staff, coordination/ tracking and follow up of issues relating to procurement/supply operations.

**Qualifications/Experience/Skills:**

- College or University Degree/Diploma in Business specializing in Procurement and/or Supply Chain Management (Materials Management) and/or Logistics.
- Possession of one of the following accreditations:
  - Certified Professional Public Buyer (CPPB) from the National Institute of Governmental Purchasing (NIGP); or
  - Diploma in Procurement and Supply Chain Management accredited through the Supply Chain Canada; or
  - Certificate in Production and Inventory Management (CPIM) designation from APICS .
- A Certified Public Procurement Officer (CPPO) from the National Institute of Governmental Purchasing (NIGP) or a Certified Supply Chain Management Professional (CSCMP) designation from Supply Chain Canada is a highly valued asset for this position.
- Five (5) to seven (7) years of progressive public sector experience in a senior level purchasing and materials management environment including administrative and supervisory experience.
- Analytical and problem solving skills.
- Proven leadership and management abilities.
- Organizational and interpersonal skills.
- Operational planning skills.
- Demonstrated ability to communicate effectively both verbally and in writing.
- A valid Ontario G class driver's licence with access to own transportation.

**Compensation:**

\$76,888 to \$104,260

**How to Apply:**

For a complete job description and to apply on-line, please visit the City of London website at <https://bit.ly/36NxuKA>

Please note following the interview stage, a criminal record check will be required prior to moving to the next stage in the selection process.

**Closing Date for Applications: Friday, November 27, 2020.**

We appreciate all applications, however, only those selected for an interview will be contacted.

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.

