



Job Posting

JOB TITLE: Procurement Officer
REPORTS TO: Manager, Finance
DATE POSTED: June 19, 2020
CLOSING DATE: JULY 10, 2020

Who We Are: London & Middlesex Community Housing (LMCH) provides 3,282 housing units across 32 properties to more than 5,000 people. Those who call LMCH home are a diverse cross-section of individuals including families, seniors, adults, and new Canadians, all of whom are living with limited income. At LMCH, we believe that housing is the foundation of a better tomorrow.

Mission: LMCH provides and maintains homes in a safe and supportive environment to meet the needs of the people we serve in our communities.

Vision: LMCH envisions healthy homes and communities in London and Middlesex. Leading by example, LMCH will help make a difference and positively impact lives using housing as the foundation.

LMCH Values:

WE CARE

Collaboration	Commitment
Accountable	Accessible
Respect	Responsive
Equity	Excellence

1. PURPOSE OF THE JOB:

Reporting to the Finance Manager or designate, the Procurement Officer is responsible for the procurement process for the supply and delivery of goods and services and disposal of surplus for all departments of LMCH. This permanent, full-time unionized position will liaise with various government and non-government bodies to determine operational and functional requirements, business process improvement opportunities, and prepare clear and accurate specifications, all while adhering to LMCH's Procurement Policy. This role is integral in ensuring that appropriate clauses are incorporated into our quotes, tenders, proposals, expressions of interest, requests for information, and pre-qualifications. The Procurement Officer will be relied upon to



recommend sound changes to policy and procedures to the Finance Manager as it relates to the procurement process. This position will be based out of the main office, but occasional travel to sites may be required.

2. KEY DUTIES/RESPONSIBILITIES:

- Lead LMCH's process of liaising with individuals on the principles, objectives, and procedures of purchasing. Work with and understand a department's requirements, determining potential sources for the supply of goods or services. Recommend the best procurement method and integrate purchases with other departments, where applicable.
- Adhere to LMCH's Procurement Policy
- Work collaboratively with Project Management to support and administer the Capital Project Process with software and status updates.
- In coordination with other LMCH staff, prepare and issue requests for quotations, tenders, proposals, expressions of interest, requests for information, and pre-qualifications, and determine appropriate clauses to be included. Prepare and maintain commercial and technical specifications.
- Summarize, evaluate, and recommend award of contracts to various departments for concurrence. Prepare recommendation of award of tenders and Request for Proposals to Finance Manager for approval. Prepare Legal Agreements for final approval by the Chief Executive Officer and/or Board of Directors.
- Oversee maintenance of all documentation related to contract administration including but not limited to all legal documentation, safety documentation, WSIB forms, liability, automobile and professional insurance policies, Material Safety Data Sheets and other Ministry documentations.
- In coordination with other LMCH staff, secure Performance and Labour and Materials Bonds, Bid Deposits and monitor them for compliance to each project.
- Administer all LMCH contracts throughout the duration of projects, including monitoring vendor performance, revising contracts, renewing bonds and insurance. Administer Purchase of Service Agreements ensuring compliance with current standards, regulations, and procedural requirements.
- Negotiate terms of procurement for sole source items and Request for Proposals.
- Guide and/or conduct the pre-bid conferences, site meetings, evaluation reviews, and proponent interviews and debriefing sessions upon request through the procurement process applicable to each process.
- Present information and advice on purchasing matters to Consultants, the Board, and Administration. Review and recommend changes to Tender Documents that are prepared by the Environmental and Engineering Services Department and/or a consultant.



- Locate and maintain reliable sources of supply for various commodities. Interview sales representatives, suppliers, and accesses the internet to keep abreast of market conditions, new products, and best practices.
- Advise staff and vendors on the applications and interpretations of current customs, excise, and sales tax regulations as well as government legislations.
- Provide general counsel, advice, and guidance on business and financial matters as required.
- Develop an accurate and complete trail and filing system of supporting documentation for all activities.
- In coordination with other LMCH staff, act as the first line contact with vendors or clients regarding billing concerns.
- Ensure compliance with licensing laws, health and safety, and other statutory requirements. Ensure appropriate documentation is completed to meet insurance policy requirements.
- Concisely explain strategic initiatives and relevant technical details of complex issues to city council and other stakeholders.
- Collect, consolidate, cross-tabulate, and format data from various sources to prepare draft reports for review by supervisors or researchers.
- Other duties as assigned.

3. EDUCATION, EXPERIENCE, & QUALIFICATIONS:

- Certified Professional Public Buyer designation (CPPB) with a 2-year diploma from a community college in Business, Logistics and Supply Chain Management, or completion of all courses, workshops, and residency programs necessary to write the exam for the **Certified Supply Chain Management Professional (CSCMP) designation.**
- Three to four years' related experience.
- Demonstrated proficiency in word processing, spreadsheets, project management tools, and various software.
- Must possess a valid driver's license, have access to a reliable vehicle, and carry adequate insurance.

4. WE CARE PHILOSOPHY:

The incumbent contributes and supports the overall culture and working environment of the agency by:

- Working knowledge of cultural, social and demographic patterns relating to vulnerable priority populations.



LONDON & MIDDLESEX COMMUNITY HOUSING

- Knowledge of and commitment to harm reduction and low barrier service.
- Committed to work in an interdisciplinary, diverse setting.
- Understanding of and sensitivity towards the belief systems of other groups, the complexity of those facing poverty and in need especially as they affect their mental health and behaviour.
- Commitment to non-violent crisis intervention, de-escalation, and supporting tenants.
- Strong work ethic and positive team attitude.
- Demonstrating knowledge and valuing of client's life situation.
- Working with diverse communities with sensitivity, creativity, innovation, language and cultural understanding in a non-judgmental manner.

5. POLICE RECORDS CHECK and VULNERABLE POSITION SCREENING:

This position requires the successful candidate submit a current Police Records check from their local police service. A current LMCH employee who is the successful candidate for this position must also provide this document *unless* it is already on file and *not* more than one year old.

6. SALARY & BENEFITS:

Hourly rate range \$25.63 to \$29.13 (Band 7); we also offer comprehensive health benefits and a defined benefit pension plan. Normal working hours are 8:30 A.M. to 4:30 P.M. Monday to Friday.

WHAT'S NEXT:

Once you apply, we'll review your resume and cover letter to determine if your skills and experience match the qualifications for the role.

Only qualified candidates will be contacted for next steps.

If you move forward, the process may include an interview, written/practical test, and reference check.

Here's your chance to bring your knowledge and expertise to our team and contribute to providing better homes and better neighbourhoods. When submitting your cover letter and resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting.



A cover letter and resume must be received by 4:30pm, July 10, 2020.
Late applications will not be considered.

Please send your cover letter and resume to the attention of:

Kim Graham
Manager, People & Culture
London & Middlesex Community Housing
1299 Oxford Street East, Unit 5C5 London, ON, N5Y 4W5
E-mail: employment@lmch.ca

London & Middlesex Community Housing (LMCH) is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.

We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Please advise if you require an accommodation during the selection process.

Thank you for your interest in London & Middlesex Community Housing!