



Job Opportunity:  
**Purchasing Agent (12-Month Contract)**

In all we do, we have the freedom to be our best self, belong, excel....

### **Why Innisfil?**

Join a community-focused team that thrives on doing things differently to better serve its residents. Innisfil is an award-winning municipality applying two hundred years of small-town independence and collaboration towards a future of innovation and prosperity. Strategically located next to several major urban centres, Innisfil's central location combines big city access with small-town feel, high quality of life and a strong local workforce. With several exciting projects underway such as Orbit and the development of a new South Campus of the Royal Victoria Regional Health Centre, Innisfil is connected for business and poised for significant growth. Situated on the western shore of Lake Simcoe, Innisfil's scenic landscape featuring miles of waterfront, woodlands and farm fields are natural assets that make Innisfil the perfect place to mix business and pleasure. Just minutes from desk to dock, Innisfil has something for everyone.

We are a "family-first" organization that provides employees with flexible options to focus on what's most important in life! Options include flexible work arrangements, compressed work weeks, and Hybrid Work Arrangements – just to name a few.

### **Why You?**

We are looking for a dynamic and forward-thinking procurement professional who wants to make a lasting impact on our progressive organization and rapidly-growing community! The Purchasing Agent is responsible for the centralized procurement activities and purchasing cycle within the Town and our partner organizations, ensuring processes are conducted in an open, fair and transparent manner compliant to the purchasing by-law, purchasing procedures and protocols and applicable government trade agreements.

Directly in line with the Town of Innisfil's Strategic Plan 2030, you will take a "Future Ready" approach in developing and maintaining the master corporate procurement workplan through ongoing consultation with service area leaders and in collaboration with the Supervisor of Purchasing.

You will also be responsible for:

- ✓ Liaising with service areas to identify their procurement needs and determining the most appropriate method of procurement.
- ✓ Conducting complex procurements that may include the use of alternative project delivery methodologies, negotiations, limited tendering, specialized conditions, and complex and/or custom agreements.
- ✓ Facilitating the procurement award process and overseeing compliance to the contract terms/conditions, seeking remedy when non-compliant.
- ✓ Conducting and managing complete competitive bidding activities electronically through the Town's bidding system and records management software.
- ✓ Leading the evaluation process, based upon the pre-determined

evaluation methods and in accordance with purchasing procedures and protocols.

We are seeking a candidate with the following accreditations:

- ✓ Community College diploma or University degree in business, specializing in purchasing or related field.
- ✓ Minimum five (5) years of demonstrated progressive experience in a purchasing function in a public sector environment, with municipal purchasing experience preferred. Private sector experience may be considered.
- ✓ Professional designation from a recognized professional procurement association, such as the Certified Professional Public Buyer (CPPB) designation (preferred), Certified Professional Public Officer (CPPO) or Certified Supply Chain Management Professional (CSCMP) designation.
- ✓ Thorough knowledge and experience of purchasing practices and procedures including those outlined in the Municipal Act, government procurement trade treaties (CFTA, CETA, etc.), and other legislation governing procurement and related (ex: Construction Act, R.S.O. 1990, c.C.30).
- ✓ A Valid Class G driver's licence and reliable vehicle to use for corporate business.
- ✓ Availability to attend evening meetings or other events, if necessary, and availability to work overtime if/when required.

Closing date is **November 24, 2024**.

The wage range for this position is \$42.39 - \$50.44 per hour (Based on a 35-hour week) and the successful candidate will be compensated within this range.

To learn more about the Town of Innisfil, to access the job description and to apply, please go to the [current opportunities](#) section on the Town's website.

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

