



Co-ordinator – Quartermaster Stores

One (1) temporary, full-time position

Highly organized, detail-oriented and comfortable working in a multi-stakeholder environment, you welcome the opportunity to join the Quartermaster Stores team of Peel Regional Police – one of Canada’s most progressive police services.

As **Co-ordinator – Quartermaster (QM) Stores**, you’ll draw on your vendor and contract management experience in order to establish contracts for goods or services, including all phases of the procurement process, with accountability for the final contract award and for ensuring adherence to the contract terms.

RESPONSIBILITIES

More specifically, as Co-ordinator – Quartermaster Stores, you will:

- Establish contracts for goods or services in compliance with the Purchasing By-Law and related procedures, including development of specifications and documents, analyzing and evaluating proposals, and drafting award reports.
- Source new products and conduct research and environmental scans related to uniforms and equipment issued within a police environment.
- Liaise with internal stakeholders, product manufacturers and distributors, and other Agencies.
- Ensure that contract terms are adhered to and that appropriate remedies and escalation are exercised in order to manage vendor/contract relationships.
- Support special events or projects, and manage requests for non-standard clothing and equipment.
- Analyze, recommend, and support the achievement of established targets or outcomes.
- Assist with managing inventory through monthly cycle counts and annual inventory count.
- Assist with variance investigations and forecasting of product, including co-ordination and analysis of QM On-Line reports.
- Maintain an up-to-date and accurate filing system.

QUALIFICATIONS

In the role of **Co-ordinator – QM Stores**, you will apply the following education, experience and skills:

- A university degree or college diploma in Business Administration or Materials Management, or an equivalent combination of education or experience.
- A formal purchasing designation (CPPB, CSCMP, etc.), preferred.
- A minimum of three (3) years’ experience with development of specifications and purchasing documents (RFQ, RFP, RFT), and vendor and contract management.
- Demonstrated advanced knowledge of related computer applications pertinent to the function.
- Effective oral, interpersonal, planning, organizational, analytical, research and problem-solving skills.
- Attention to detail.
- Ability to work independently.
- Valid Ontario Driver's Licence (Class G).
- Ability to successfully complete the following tests: MS Excel; MS Outlook; MS Word; Driver Evaluations; Spelling; Filing; Vocabulary; and Grammar.

The wage range for this temporary, full-time position is \$30.37 to \$47.64 per hour.

Peel Regional Police is committed to ensuring the health and wellness of its employees and offers many

programs and services in support of work-life balance and both personal and professional wellness. From wellness protection for you and your family, to state-of-the-art fitness facilities available to you free of charge, to structured programs to nurture your intellectual, physical and emotional wellness, we've got you covered.

Our Vision: A Safer Community Together

Peel Regional Police, the second largest municipal police service in Ontario, polices the cities of Mississauga and Brampton (population 1,346,000) and serves the 44 million travellers who pass through Toronto Pearson International Airport annually.

Peel Regional Police is acknowledged as one of Canada's most progressive police services. A proactive approach to problem-solving, a dedication to professional excellence and a reputation for making the community a better place in which to live and work – these are the hallmarks of Peel Regional Police.

Qualified persons should apply online at www.peelpolice.ca, referencing **Job ID #303067**, by **Sunday, January 24, 2021**. **Shortlisted applicants will be contacted via email.** *No agency contact and/or referrals, please.*

Applicants in consideration for hire shall be subject to a thorough background investigation that includes, but is not limited to, police checks with local, provincial and out-of-country law enforcement agencies, if required, education credentials, credit and financial inquiries, and personal and work references.
