

**Role:**

Procurement Officer - Intermediate

**Sector:**

Transit / Transportation in Government Setting

**Location:**

Toronto, Ontario (at present, all work is remote / work from home)

**Role Background:**

Reporting to the Category Manager - IT, the successful candidate is responsible to co-ordinate and administer the day to-day activities associated with the contract administration of complex, high value IT Contracts, while following the Company's procurement policy and departmental procedures and guidelines.

**Description of Duties and Responsibilities:**

- To provide contract management support to existing in-flight IT projects, unplanned high priority initiatives and other key IT capital initiatives.
- Processing work plan/work assignment releases;
- Administering payment process including preparing/processing certificates of payments, negotiating contract price breakdowns, progress payments, off-site inventory payments, and assessing back charges and liquidated damages;
- Negotiating final settlement of quantities for unit price contracts;
- Processing release of holdback payments as per Construction Act;
- Preparing estimates for proposed changes/amendments/claims;
- Processing requests for quotes, contract amendments/changes and change directives;
- Evaluating and preparing analysis of contractor's submissions for changes and claims;
- Analyzing rationale for contract changes/claims with contractor's as well as coordinating support from other departments.

**Educational Qualifications:**

- University degree or College Diploma in a relevant discipline or a combination of education, training and experience deemed to be equivalent
- Desirable: Accreditation as a Certified Contract Administrator, Certified Professional Purchaser (CPP), Certified Supply Chain Management Professional (CSCMP), Certified Public Purchasing Officer (CPPO), or equivalent is considered an asset

**Experience:**

- Minimum five (5) years of procurement experience
- Knowledge of public procurement and/or contract administration concepts and practices
- Experience in contract development, in cooperation with legal counsel
- Experience conducting procurement projects in the public sector
- Experience leading and/or managing procurement processes for procuring goods or services, utilizing leading practices and methodologies which may include dialogue, and/collaboration with vendors
- Experience providing strategic advice to support client in planning, developing and executing of procurement processes for complex/advanced procurement
- Experience working with clients and key stakeholders to develop problem statements, outcome-based specifications and value-based evaluation criteria

**Other Skills and Technical Requirements:**

- Previous experience in a Government setting
- Strong organizational skills and the ability to multi-task effectively
- Ability to prioritize the various activities to maximize efficiency and meet deadlines
- Effective interpersonal, organizational, multi-tasking, verbal, and written communication skills
- Ability to co-ordinate efforts of others to accomplish objectives
- Strong mathematical skills
- Effective analytical and problem-solving skills and must be detailed oriented
- Proficient in Microsoft Word, Excel, SharePoint

**Start Date / Hours / Term:**

- Interested applicants should respond by end of date Friday January 15, 2021
- Start Date within 1-2 weeks
- Minimum 1 year term
- 35-hour work week, standard business hours

**Contact Details:**

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