



The Dufferin-Peel Catholic District School Board is a dynamic board committed to the delivery of quality educational programs and services. The Board is comprised of over 85,000 students enrolled in 146 facilities (120 elementary and 26 secondary schools) throughout the municipalities of Mississauga, Brampton, Caledon and Orangeville. We have approximately 10,000 employees in an increasingly diverse community. Dufferin-Peel Catholic District School Board is one of Ontario's largest school boards, encompassing both urban and rural areas. We are currently accepting applications for the position of:

POSITION

Buyer, Supply Chain Management
(Full-Time)

LOCATION

Mississauga

SALARY RANGE

\$59,821 to 68,242

Position Summary

Under the direction of the Supervisor/Designate, this position is responsible to implement Broader Public Sector (BPS) procurement directives that include strategies and initiatives that support the procurement of Goods and Services for School Base bid activities and Corporate bids. The position is responsible for assigned areas of procurement, Board wide as well as disposal of Board Assets. Maintaining confidentiality is a requirement of this position. This description is a summary of the typical functions of the job and is not to be considered an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Qualifications/Experience

- Purchasing Management Association of Canada (PMAC) Certificate or
- Ontario Public Buyers Association (OPBA) Accreditation
- Five (5) years, buying experience, Public sector preferred.

OR

- Equivalent combination of education and experience.

Other Qualifications/Additional Experience:

- Proficient in the use of Board provided computer-based technologies to create, manipulate, store and retrieve information, and communicate with others.
- Strong oral and written communication skills
- Strong analytical skills
- Experience within the public sector
- A valid driver's license and access to a vehicle.

To be considered for this position, please forward your resume and a covering letter by February 19, 2021 at 4:30 p.m. quoting File: **Buyer fully** detailing your experience and qualifications, by e-mail, to: dpcareers@dpcdsb.org (Word format). For more details regarding the job description please contact us at (905) 890-0708 extension 24436.

ALL new employees will be required to submit a current original criminal background check (CBC) including a "Vulnerable Sector Screening" (VSS) issued within 6 months prior to commencing employment with the Board.

We thank all applicants, but advise that only those under consideration will be contacted.

If you require a disability related accommodation in order to participate in the recruitment process, please contact us at (905) 890-0708, extension 24436 to provide your contact information. Support Services staff will contact you within 2 business days. The Dufferin-Peel Catholic District School Board is an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code.