



DELIVERING SERVICE EXCELLENCE

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The **Region of Durham**, dedicated to maintaining outstanding standards of service, relies on the expertise and commitment of our employees. You'd be surprised at the diverse career choices we have to offer! If you seek a career with growth and challenge, where quality and accountability work in tandem with integrity and a responsiveness to change, we welcome you to learn more about us.

Procurement Officer – Job ID 13985

The Finance Department has an opportunity for a highly motivated, results oriented individual to fill the position of Procurement Officer.

The incumbent will:

- Plan, schedule and co-ordinate major procurement activities
- Co-ordinate negotiations and mediate contract disputes with suppliers
- Provide guidance and consultation to departments in relation to major purchases to establish project objectives, formulate procurement activities and determine specifications, service and delivery requirements
- Prepare, solicit and analyze quotations, tenders and requests for proposals
- Review, approve and administer the execution of contracts, purchase orders and PCards
- Administer PCard issuance, and set up in FIMS and the PCard supplier portal
- Organize and facilitate evaluation committees for various requests for proposals projects
- Ensure that procurement activities are in compliance with the Region's Purchasing By-law, Budget Management and provincial and federal legislation
- Research and analyze statistics and trends to participate in the development of effective procurement strategies processes

The successful applicant will possess:

- Completion of CSCMP or CPPB designation and working towards further development in the respective association
- Several years of relevant buying experience in a progressive computerized purchasing environment
- Public sector experience or equivalent private sector experience in the calling of bids or negotiations and protocols obtaining approvals to award contract
- An advanced understanding of Competitive Bidding Laws
- An understanding of legislation governing public purchasing
- Sound knowledge of advanced purchasing and business management concepts, including tendering, negotiations, contract administration and project management
- Advanced organizational, verbal and written communication skills, with formal report writing ability and data analysis
- Demonstrated ability to effectively plan and prioritize tasks

Salary: - Start: \$44.80 - Six Month: \$47.29 - Job: \$49.78 per hour

To learn more about this opportunity, please visit our website at: <https://bit.ly/2BFyy7A>
and apply online directly to Job ID#13985 no later than March 21, 2021

We thank all applicants; however, only those to be considered for an interview will be contacted.