

## **Procurement Advisor**

### **Finance - Procurement**

#### **Regular Full-Time**

Are you a passionate procurement expert who possesses strong collaboration and partnership skills?

Do you have deep knowledge and experience in public sector procurement practices and leading the procurement of complex projects?

Are you an analytical thinker who strives to problem solve, apply procurement solutions to meet program outcomes and provide mentorship to a high performing team of procurement professionals?

**This may be the opportunity for you!**

#### **The Role...**

Reporting to the Manager of Procurement, the Procurement Advisor is primarily responsible for managing the procurement activities required to enable the Region of Peel to deliver on its Strategic Plan and provide high quality programs and services to the residents of Peel.

#### **A day in the life ...**

The Procurement Advisor will make recommendations to the various stakeholders regarding procurement plans, policies and procedures for multi-faceted services and commodities.

The Procurement Advisor will apply best practices in assessing, recommending and undertaking procurement processes that meet program needs, while at the same time ensuring procurement processes are in compliance with the Region's Procurement By-Law, procedures and applicable trade agreements. The procurement may necessitate the need for complex and/or flexible procurement processes that are unique and non-routine, requiring significant critical thinking, advice and guidance from the Procurement Advisor. Procurement processes undertaken may include, but are not limited to, negotiated RFP's, public-private partnerships and Best and Final Offer processes covering a broad range of commodity sectors including construction and infrastructure development, information technology, consulting and professional services, and general goods and services.

#### **What we are looking for...**

Education: Relevant University degree in one of the following areas: business administration, law or other related discipline; and possess a certificate in one of the procurement associations such as, but not limited to, SCMA, OPBA, and NIGP, or with a minimum of five to ten years directly related experience or an equivalent combination of education and experience.

**Advisory Skills: 5 – 10 years progressive procurement experience**

- Experience procuring goods and services in varying commodity and service-based industries
- Procurement development, issuance and receipt in eBidding portals
- In depth knowledge of public sector procurement principles, methods and best practices, including experience using flexible procurement practices
- Negotiation skills to participate in the negotiation of contracts, and to resolve procurement problems with stakeholders, and vendors/suppliers.
- Extensive experience in specification writing and Contract A and B interpretation
- Experience with public sector procurement policies and By-Laws
- Report writing experience

**Procurement Skills:**

- Preparation of all procurement documentation types such as Requests for Quotations, Requests for Qualifications, Requests for Proposal, and Requests for Tenders
- Liaising with other departments, divisions and sections within the Region as well as with external agencies, other municipalities and the public
- Assesses and recommends procurement methods and processes to best suit program needs
- Collaborates on business case development, identifies and analyzes risks for Council and senior management, and formulates options and recommendations
- Provides advice and support to clients in the identification and management of contract issues and conflict resolution
- Provides assistance and recommendations for the development of the annual Budget

**Interpersonal Skills:**

- Management skills to co-ordinate multiple procurement activities, consultants and internal staff to complete the work smoothly on time.
- Strong communications, planning, scheduling, customer service and project management skills
- Effective team leader with strong coaching/mentoring/training skills
- Strong computer skills, particularly in Microsoft Word, Excel, Project and Outlook and PeopleSoft and e-procurement technology

**Location:** Due to Covid-19, most of our offices are currently closed to protect the health and safety of our employees, clients and community. As such, this position will be required to work remotely for an undetermined period. Once our offices re-open you will report to 10 Peel Centre Dr, in Brampton.

**Hours of work:** 35 hours/week - Monday through Friday, 8:30 am - 4:30 pm

**Interviews:** Our recruitment process will be completed with video conference technology.

***If this opportunity matches your qualifications and experience, please apply online***

## **About Us**

The Region of Peel serves more than 1.4 million residents and approximately 173,000 businesses in Brampton, Caledon and Mississauga. We deliver a wide range of resident focused services across the Region.

Our 20-year vision for Peel is "[Community for Life](#)." Our goal is to create a place where everyone enjoys a sense of belonging and has access to the services and opportunities needed to thrive in each stage of their lives. Our [2015-2035 Strategic Plan](#) outlines the work we're focused on to bring this vision to life.

To learn more about the Region of Peel, explore [peelregion.ca](http://peelregion.ca).

## **Additional Information**

At the Region of Peel, we respect diversity and treat one another in ways that are fair, courteous and compassionate, recognizing everyone's contributions. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Region of Peel is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs. We encourage applications from all qualified individuals; however, only those under consideration will be contacted.

Please be advised, the Region of Peel uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the position and your application will be removed from the competition.

[Apply for this job online](#)

[Refer this job to a friend](#)

Share on your newsfeed

[Application FAQs](#)