Procurement Analyst

Finance - Procurement

Contract Duration – Approximately 18 Months

Working within a team environment, and in accordance with the Procurement By-Law, policies and procedures; the Analyst will liaise with internal and external teams, agencies and vendors on matters related to the procurement process.

Responsibilities:

- Lead the procurement process

- Provide consultation in the selection of the appropriate procurement method or market approach

- Conduct major commodity procurements, special project studies and contract negotiations

- Develop and execute requests for quotations, tenders and proposals for goods and services

- Report writing

- Facilitate the evaluation of vendor submissions

- Provide customer focused service to clients

- Recommend appropriate solutions to support program needs

- Assist with resolving vendor performance issues

Qualifications:

- A university degree or college diploma in business administration, finance, engineering, technology, or other related discipline

- Purchasing certification is considered an asset (ex. CSCMP, CPPB)

- A minimum of 3 years of procurement experience

- Proficient computer skills using MS Office and experience with Enterprise Resource Planning solutions (ex. PeopleSoft, SAP)

- Experience using electronic bidding platform, bids&tenders™, is considered an asset

- Proven background in dealing with a variety of procurements for both goods and services

- Ability to work effectively as a team member

- Must be detailed oriented and able to manage multiple tasks and changing priorities

- Strong customer service, excellent interpersonal, communication, time management and analytical skills

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

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.

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.

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