

Senior Procurement Analyst

Finance - Procurement

Regular Full-Time

Reporting to the Manager of Procurement and/or the Procurement Supervisor, the Senior Procurement Analyst will add value by providing procurement cycle support, manage the competitive and non-competitive purchasing methods and processes including those of a complex and specialized nature for designated clients and commodities, conduct market and product research studies, and provide vendor and project management support. The Senior Procurement Analyst will also be responsible for recommending improvements to procurement cycle processes, professional development and Procurement bylaw(s).

Responsibilities:

- Purchase goods and services within assigned areas of responsibility and price or value thresholds, for the Region of Peel on a corporate, program and/or department basis.
- Provide analytical support and manage the various purchasing methods and processes on a range of proposal and bid solicitations including those which are complex and specialized, selecting the appropriate purchasing method, including the creation of documents, specifications, evaluation criteria, contract negotiations and recommending award on a variety of goods and services.
- Conduct studies related to standard practices and legislation, perform market research on a range of goods and services including major contracts and projects for client departments, program or the Corporation as a whole, and provide expert advice on the findings.
- Provide advice and service to internal clients and external partners, serve on various committees and cooperatives related to Procurement.
- Liaise with clients and vendors, perform vendor evaluations, participate in procurement bylaw(s), policy practices and compliance initiatives.
- Develop recommendations for consideration within the following areas: professional development, vendor management, policies, practices, procedures and systems.
- Represent corporate client department, program or business unit manager on matters related to the procurement program through scheduled meetings, outreach initiatives and partnerships with other departments and disposal processes and procedures.
- Facilitate site visits and vendor meetings.
- Provide vendor management support including sourcing, evaluation and resolution of supply performance or service problems.

- Provide guidance and support to clients on matters related to training and professional development, Procurement Procedures, the Procurement bylaw and support.
- Act as the Procurement Manager or the Procurement Supervisor in their absence. Provide guidance, coaching and direction to other employees in all aspects of the procurement cycle, allocate work and assign tasks.

Qualifications:

- University degree or college diploma in one of the following: Business Administration, Engineering Technology or other related discipline; as well as OIPMAC, SCMAO or CPPB/CPPO certification, or an equivalent combination of education and experience.
- Minimum 5 years experience as a Procurement Analyst.
- Proven background dealing with a variety of commodity purchases for both goods and services.
- Ability to work effectively as a team member.
- Proficient computer skills particularly using Microsoft Office and PeopleSoft Procurement module. Microsoft Office and PeopleSoft Procurement module.
- Must be detail oriented and able to manage multiple tasks and changing priorities.
- Strong customer service, excellent interpersonal, communication, time management and analytical skills.
- Purchasing experience in specification writing and interpretation.
- Knowledge of contract law.

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.

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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