



Job Opportunity:
Purchasing Agent (2-Year Contract)

In all we do, we have the freedom to be our best self, belong, excel....

Why Innisfil?

Join a community-focused team that thrives on doing things differently. We are an award-winning municipality applying two hundred years of small-town independence and collaboration toward a future of innovation and prosperity. Located on the shores of Lake Simcoe, Innisfil is centrally located and combines big city access with small-town feel.

We focus on helping our employees effect change with nimble decision making, taking risks, learning from our mistakes and through professional development. Allowing our employees the freedom to propose, test and pilot creative solutions has led to Innisfil being the first community in the world to develop a public transit system powered by UBER, and the second to accept cryptocurrency for property tax payments.

Why You?

We are looking for a dynamic and forward-thinking self-starter who wants to make an impact on our organization and community. The Purchasing Agent will assist with the centralized purchasing activities within the Town and across our 'One Town, One Team'. In collaboration with internal clients, you will facilitate the solicitation process from conception to after contract award, including review of bid submission for compliance to the call for bid and participate in the awarding of contracts.

You will also be responsible for:

- ✓ Supporting, developing, and conducting procurement activities that are open, fair, and transparent
- ✓ Determining the most appropriate method of procurement, including the coordination of scope of work and specifications
- ✓ Reviewing and preparing procurement documents, and posting bid opportunities on the Town's bidding site
- ✓ Assisting with cooperative bidding and other group purchasing opportunities, asset disposal, p-card administration and monitoring and amendments to purchasing documents, procedures and processes.

We are seeking a candidate with the following accreditations:

- ✓ Completion of a Community College diploma in business administration specializing in purchasing or related field
- ✓ Professional designation from a recognized professional procurement association, such as the Certified Professional Public Buyer (CPPB) designation (preferred) or Certified Supply Chain Management Professional (CSCMP) designation.
- ✓ Thorough knowledge of purchasing practices and procedures including those outlined in the Municipal Act and other legislation governing procurement and contracts.

- ✓ Minimum Two (2) years of demonstrated progressive experience in a purchasing function in a Municipal or public sector environment, or an equivalent combination in the private sector.
- ✓ A Valid Class G driver's licence in good standing and access to a reliable vehicle to use for corporate business is required as is the ability to attend evening and/or weekend meetings.

To learn more about the Town of Innisfil and to apply, please visit employment.innisfil.ca

Closing date is **May 6, 2021**.

The Town of Innisfil is committed to diversity and inclusion in our workplaces. We are passionate about attracting and retaining individuals who represent the diversity in our own community and beyond, as we work together to best serve our residents. We inspire one another in an inclusive environment where all individuals belong and are valued, respected and uplifted.

We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

Accommodations for persons with disabilities will be provided, on request, to support candidate participation in all aspects of the recruitment process. To request accommodation, please contact People & Talent.

