

Job Title: Senior Procurement Specialist

JOB INFORMATION

Requisition ID: 3610

Number of Vacancies: 1

Department: Procurement and Category Management (20000714) - Operating Procurement (30000512)

Salary Information: \$83,246.80 - \$104,067.60

Pay Scale Group: 9SA

Employment Type: Regular

Weekly Hours: 35, **Off Days:** Saturday & Sunday **Shift:** Day

Posted On: May 5, 2021

Last Day to Apply: May 24, 2021

Reports to: Category Mgr., Corporate & Professional Services

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

General Accountability

Reporting to the Category Management Lead(s), the Senior Procurement Specialist is responsible for the procurement of complex categories of spend, including high value and hard-to-source products, and professional services. The Senior Procurement Specialist is responsible for implementing initiatives to apply industry-best practices in their category portfolio. In assigned categories and sub-categories of spend, the Senior Procurement Specialist will source, assess/analyze, and select suppliers, continually drive relationships and support contract management while collaboratively working with internal stakeholders, external vendors, and the TTC Legal department.

Key Job Functions

- Must have experience working in a Public Sector Procurement environment
- Knowledge and experience in purchasing, sales, category management, contract administration principles, the procurement process and related tender/proposal evaluation and award activities

- Sound knowledge of leading supply management/strategic sourcing practices; contract and tendering law; techniques for negotiating and expediting goods/services contracts; and knowledge of and ability to prepare commercial contract documents. Includes strong proficiency of various competitive procurement vehicles such as ACAN's, RFI's, RFB's, RFP's, NRFP's and MSA's.
- Knowledge of sources of supply, current prices for goods/services and related market trends; commodities and futures markets; materials management; and of applicable customs charges and sales taxes
- Strong proficiency in MS Word, Excel , with working knowledge of relevant computer based materials management systems
- Must have well-developed organizational, administrative, interpersonal, demonstrated analytical, problem solving, and presentation skills
- Highly developed reading comprehension and written communication skills are essential
- Must have a valid non-probationary class "G" driving license and a personal vehicle for use in visits to vendors and TTC properties
- Must have or rapidly acquire a comprehensive knowledge of the Ontario Human Rights Code and Related Orders including disability accommodation and accessibility requirements pertaining to passengers and employees.
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.
- Candidate will be required to participate in the TTC's Customer Service Ambassador Program.

Skills

Plan and organize activities / projects to meet section and organizational goals

Apply analytical skills

Communicate in a variety of mediums

Use office technology, software and applications

Understand and apply administrative policies, processes, and procedures

Education and Experience

- University Degree, or College Diploma in a related discipline, or a combination of education, training, and experience deemed to be equivalent.
- Supply Chain Canada and/or Ontario Public Buyers Association training, membership and/or certifications considered an asset

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization, and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all

applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ(IA+) community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process, including for those who identify as having a disability. Please contact Human Resources – Talent Management at (416) 393-4570. Any information received related to an accommodation will be addressed confidentially.

The TTC's policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to a relationship. Should you be selected for an interview, you will be required to disclose the name, relationship and position of any relative who is a current TTC employee.

We thank all applicants for their interest but advise only those selected for an interview will be contacted.