



Position:
Term:
Location:
Reporting to:

Procurement Buyer
12-month Contract
Toronto, Ontario, Canada
Director, Procurement

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in design, real estate development, and leading technology infrastructure. Working with stakeholders, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

The Opportunity: Procurement Buyer

Waterfront Toronto is seeking a Procurement Buyer, to be responsible for managing and coordinating corporate procurements from start to finish in accordance with established procurement policies and procedures and industry best practices.

Key Responsibilities:

- Manage and coordinate procurement activities and recommend procurement methods in accordance with internal policies and industry best practice.
- Develop and prepare procurement documents (RFP, RFQ, evaluation materials, etc.) in collaboration with other members of the department.
- Establish and manage realistic and appropriate timetables in cooperation with Project Managers.
- Research and solicit potential bidders.
- Issue RFQ's, RFP's and tenders, ensuring completeness and attention to detail.
- Assesses and evaluates requirements for amendments, extensions, determining and recommending the most appropriate methods.
- Lead and manage the evaluation process including educating, advising, and providing expertise to evaluators.
- Develop and foster effective working relationships with internal procuring departments and suppliers.
- Manage question and answers from potential bidders.
- Issue awards and notify unsuccessful parties.
- Ensure procurement policies, procedures and processes are properly understood by all relevant parties and corporate objectives are being met.
- Provide support to Procurement Managers as required.

Skills and Qualifications:

- Thorough knowledge and understanding of contract law and procurement best practice.
- A minimum of three years of relevant work experience in procurement/purchasing.
- Post-secondary education and purchasing designation will be considered an asset.
- Superior listening, negotiation, and interpersonal skills.
- Excellent oral and written communication skills to provide procurement advice and write documents and contracts with strong attention to detail.
- Strong technical aptitude.
- Ability to multitask with strong organizational and time management skills to manage and coordinate multiple concurrent procurements.
- Analytical ability to identify potential issues.
- Leadership skills to provide guidance and expertise to internal clients.

Salary: We offer a competitive salary.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontoronto.ca quoting **File #21-09**, no later than **June 27, 2021**.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.

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