

**Company Overview:**

WISE Trust – Workplace Insurance and Safety Employee Trust – is the defined benefit pension plan for almost 10,000 active, deferred, and retired workplace insurance and safety employees of Ontario.

WISE Trust was established to give the Workplace Safety and Insurance Board (WSIB) and the Ontario Compensation Employees’ Union (OCEU) an equal voice in the administration of the pension plan through a jointly sponsored pension plan. WISE Trust governed by a Board of Trustees, four appointed by the WSIB and four appointed by OCEU.

Our core values – integrity, accountability, service excellence, inclusivity, and innovation – help us do what we do by guiding decisions we make and determining the partners we work with so that we can continue to find ways to strengthen the pension promise to our members now and into the future.

**Position Overview:**

Reporting to the Chief Pension Officer (for now), the Procurement Manager will be a team of one, building out our procurement processes and then applying them to our planned procurements. Our ideal candidate is competent and confident, with some experience in public sector procurement that can be leveraged to create best practices for WISE Trust.

**Key Qualifications:**

- 5 years of full-cycle procurement management experience
- 2+ years of contract management experience
- Exceptional communication skills (which you can demonstrate in your cover letter)
- Ironclad ethics
- Strong negotiation and persuasion skills
- Public sector procurement experience, with the ability to adapt that rigour to create non-public sector best practices
- Resourceful and innovative
- Previous pension experience is an asset

**Employment Type:** Full Time, Contract

**Working Conditions:** This position is temporarily remote due to Covid-19. Please submit your application with your resume and cover letter. We thank all applicants for their interest; however, only those who meet the qualifications will be contacted at this time. If you have any questions or require accommodations to apply for this position, please email [Careers@wisetrust.ca](mailto:Careers@wisetrust.ca).