

## **Procurement Coordinator**

### **About Us**

The Ontario Cannabis Store provides safe, responsible access to recreational cannabis for adults 19 and older. We operate the sole legal online store for recreational cannabis in Ontario and we are the provincial wholesaler of cannabis for private retail stores.

Working at the OCS is a unique opportunity to be part of an agile start-up in a ground-breaking new industry. We're a diverse team passionate about delivering a great customer experience, working together with mutual respect and building value out of our differences. We're an inclusive organization that understands that delivering great results comes out of ensuring every voice is heard.

### **About the Role**

We are looking for a Procurement Coordinator to join our Procurement team to assist in providing procurement services for a variety of OCS divisions by providing support, managing and tracking costs. The Procurement Coordinator will assist in the development and execution of RFX packages and act as the liaison between internal departments and procurement. This is an exciting opportunity to leverage your 2+ years of experience in procurement to assist the OCS in delivering a variety of procurement services.

### **About Your Day**

- Ensure compliance with public procurement requirements
- Liaison with other departments in providing assistance with Procurement Information
- Maintain procurement records for all RFX documents by using a variety of formats including, MS Outlook calendar, electronic filing, and manual filing systems
- Maintain the Procurement Services SharePoint site.
- Coordinate and manage the uploading and administration of the electronic tendering site.
- Review purchase requisitions to coordinate client meetings and record RFX
- Produce and maintain procurement reporting for business areas, board and government reports.
- Ensure reporting is accurately completed and on a timely basis for retention and audit purposes
- Assist the Senior Procurement Manager and/or Director Procurement with drafting RFX documents and facilitate the competitive procurement process
- Prepare and issue RFX packages for goods and services as directed in accordance with the procurement policy, procedures and protocols, the OPS Directive, trade treaties, and all applicable legislation
- Assist with managing multiple procurement projects within set timelines
- Update and maintain contracts in the electronic filing system including renewal and approved spend amounts
- Work with the Senior Procurement Manager and/or Director Procurement to develop strategic sourcing initiatives and contract renewals
- Maintain up-to-date knowledge of applicable legislation, regulations, standards and best practices

### **About You**

- Post-Secondary education in Business Administration or related discipline and/or a combination of education and experience
- 2+ years in a procurement and purchasing role
- Government experience is an asset
- Professional designation in a procurement related field is an asset
- Demonstrated ability to identify opportunities to improve efficiencies
- Excellent problem solving, negotiation, planning, communication, interpersonal skills with the ability to communicate effectively

- Excellent organizational and time management skills with the ability to meet timelines given multiple projects and fast pace environment
- Strong analytical skills
- Knowledge of filing systems and record keeping for procurement purposes
- Intermediate to Advance knowledge of Microsoft software and systems (Word, Excel, SharePoint, PowerPoint, Outlook, Dynamics, Access etc.)

**About the Job**

City: Toronto, ON

Employment Type: 1 Year Fixed- Term Contract

Required Travel: Yes, rarely within the GTA

Application Deadline: June 22, 2021

We are committed to providing an accessible, equitable and inclusive candidate and employee experience. We provide reasonable accommodation throughout the recruitment process and in employment. If you require an accommodation please let us know, we will work with you to meet your needs.