

# Senior Procurement Officer

## Corporate Services Division / Finance & Administration

**Position Term:** Full-Time Permanent

**Salary Range:** \$77,013 - \$96,268 per annum

**Location:** Toronto, ON

The **Alcohol and Gaming Commission of Ontario (AGCO)** is responsible for regulating the alcohol, gaming, horse racing and private cannabis retail sectors in Ontario, in accordance with the principles of honesty and integrity, and in the public interest.

Do you enjoy collaborating and working with others in a dynamic, team-oriented environment with a strong focus on customer service?

The AGCO has an exciting opportunity within the Corporate Services Division for a **Senior Procurement Officer**. Reporting to the Manager, Procurement, the Senior Procurement Officer will provide expert advice related to procurement strategy and planning. This will include leading the end-to-end procurement process for their assigned portfolio in accordance with the Ontario Public Service Procurement Directive, issued by the Management Board of Cabinet, and Supply Chain Management Purchasing Policies and Directives, and established AGCO procedures.

### **In this role, the successful candidate will:**

- Provide strategic procurement advice to program areas to meet procurement requirements and drive customer satisfaction.
- Lead the annual procurement planning process with stakeholders and facilitate execution of the finalized plan.
- Provide procurement oversight and support for all program areas of the organization.
- Develop and maintain strong collaborative relationships with internal and external stakeholders.
- Support program areas through education and communication of requirements and processes.
- Manage and coordinate all aspect of the procurement lifecycle and contract documentation, including the tendering process, contract negotiation and execution, vendor performance and risk management.
- Evaluate, continuously support, and contribute to the development of innovative sourcing strategies and procurement transformation strategies that drive continuous improvement and value for money.
- Support the application of the legislative framework, and Ontario Public Service (OPS) directives, policies and procedures.

### **The ideal candidate will have:**

- Purchasing designation, Supply Chain Management designation or post-secondary education (preferably in Supply Chain, Finance, Accounting or Business) and 7+ years of relevant work experience.
  - A solid background in managing the procurement process for minor to major, complex contracts.
  - Experience in conducting feasibility studies and in preparing business cases to support procurement of goods and services.
  - Expert knowledge of vendor performance and risk management strategies.
  - Expert knowledge and understanding of procurement principles and best practices to manage complex procurements.
  - Expert knowledge and understanding of contract management principles and best practices.
  - Strong problem-solving skills to investigate and resolve supply issues, and potential liabilities, and identify viable options to pursue.
  - Knowledge of computer applications, with word processing, spreadsheet, database, project management and presentation capabilities to create analytical reporting on procurement initiatives.
  - Strong written, presentation and spoken communication skills with the ability to communicate effectively and influence business units and vendors.
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The successful candidate must be eligible to work in Canada and will be subject to a criminal background check.

**To apply to this vacancy, please submit your application online at our Careers Webpage, located at [www.agco.ca/careers](http://www.agco.ca/careers), by Thursday, August 5, 2021.**

*The AGCO is an inclusive and equal opportunity employer.*

*The AGCO has the responsibility to lead by example in advancing racial equity and to build a diverse, inclusive, accessible and respectful workplace where every employee has a voice and the opportunity to fully contribute. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application including, but not limited to, individuals identifying with one or more of the under-represented groups identified within Ontario's Human Rights Code.*

*Disability-related accommodation during the recruitment process is available upon request.*

[www.agco.ca](http://www.agco.ca)

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