

Buyer:

Reporting to the Manager of Purchasing, the Buyer is responsible for all aspects related to the procurement of goods, services and construction within a centralized and electronic procurement environment. The Buyer is a strong individual who excels in providing professional assistance and advice to a variety of clients on purchasing and related issues.

Job Duties Include, but are not limited to:

- Responsible for the preparation, issuance, opening, analysis, recommendation of Bid Documents; and creation of draft reports and award of bid documents, through a competitive process
- Monitor and assist Clients in the administration of Contracts, where applicable to ensure contract compliance
- Perform the complete buying function for a variety of commodities for all Departments, including recommending Vendors and contacting them to obtain details on pricing, availability, delivery costs, etc.
- Prepare and maintain purchasing records, reports and price lists
- Knowledge of legislation that affects the Public Purchasing function, including but not limited to Sale of Goods, GST, HST, WSIB, Health and Safety, Ontario/Quebec Free Trade, Comprehensive Economic and Trade Agreement (CETA), Construction Lien Act, Quality Management System and the Town of Ajax Policies and Procedures, etc.
- Provide professional assistance and advice to Departments on purchasing and related issues, such as the Purchasing By-Law, Work Instructions, Procedures, Policies, Vendor management, contract management and eBidding where required
- Create OP's (Purchasing Section Purchase Orders) as requested for Clients
- Support the Senior Buyer with respect to reviewing/testing/training of any new versions of Purchasing Module

Qualifications/Skills:

- Three year University Degree in Business Logistics, Logistics and Supply Chain Management, Procurement/Marketing, Business Administration
- Minimum five years of relevant experience, ideally in a municipal environment or public sector training/experience
- One of the following professional designations required: Certified Professional Public Buyer (CPPB); Certified Public Procurement Officer (CPPO) or Certified Supply Chain Management Professional (CSCMP) and in good standing with the applicable governing body
- Bid Document administration, vendor performance administration, conflict resolution, good understanding and thorough knowledge of legislation that pertains to the Procurement function to ensure compliance
- Strong knowledge and experience with contract law, sureties and contractual language related to creating and managing Bid Documentation (RFT's, RFQ's, RFP's, RFI's and EOI's and construction contracts [CCDC])
- Comprehensive understanding of the practices, legislations and trade agreements governing public procurement and contracts (i.e. CETA, CFTA, Construction Act), as well as, contractual language, insurance, bonding and health and safety requirements
- Experienced in the review of specifications and terms of reference for Request for Procurement Processes for goods and services, based on information provided by the end user and standard document requirements
- Proficiently prepare bid documents for routine and repetitive requirements ensuring adherence to the Procurement by-law, relevant government laws, regulations and ethical purchasing practices,
- Analyze bid submissions, draft reports and make recommendations
- Be able to identify, suggest and advise on alternative purchases of supply in response to bid document requirements
- Provide professional advice and assistance to internal and external clients on Purchasing Policies
- Demonstrated computer skills including Microsoft Office (Word, Excel, Outlook), electronic procurement systems and electronic bidding platforms; experience with JD Edwards and/or bids & tenders would be an asset
- High degree of technical, analytical and clerical accuracy
- Excellent organizational, analytical, negotiation, facilitation, report writing skills and a demonstrated aptitude for figures
- Exceptional verbal and written communication, interpersonal and customer service skills, with the ability to work effectively with all levels of staff, vendors, consultants and contractors
- Ability to execute projects with minimal supervision and work independently as well as part of a team, demonstrating leadership skills

- Ability to look for new opportunities for improvement within the Department and implement plans / strategies of action
- Valid Ontario Class G Driver's License in good standing

Rate of pay:

\$39.07 - \$41.41 per hour

This is a unionized position that works a 35 hour work week.

Deadline to apply:

Applications are accepted at www.ajax.ca/careers until **11:59 p.m. on October 8, 2021.**

The Town of Ajax is an equal opportunity employer, committed to diversity and accessibility within the workplace where all employees feel valued, respected and supported. The Town embraces diversity and gender expression through policy, staff training and providing positive spaces. The Town encourages applications from all qualified candidates. If selected for an interview, please inform Human Resources of any accommodation you may require during the process.