

# Job Title: CORPORATE BUYER

**Job ID:** 17631

**Job Category:** Finance, Accounting & Purchasing

**Division & Section:** Purchasing & Materials Management, Purchasing Client Services

**Work Location:** 100 Queen St. W

**Job Type & Duration:** Full-time, 4 Permanent

**Hourly Rate and Wage Grade:** \$37.43 - \$41.00, TFS291, Wage Grade 11

**Shift Information:** Monday to Friday, 35 Hours per Week

**Affiliation:** L79 Full-time

**Number of Positions Open:** 4

**Posting Period:** 05-OCT-2021 to 20-OCT-2021

## Job Description

As a member of the Corporate Purchasing and Materials Management team, the Corporate buyer in this four permanent positions, will be responsible for the development, drafting, tendering, and leading evaluations for various formal procurement solicitations such as Request for Quotations, Request for Proposals, Negotiated RFP's Tenders, etc., utilizing a centralized and electronic procurement tool: SAPARIBA to conduct our e-bidding process to purchase goods and services for the various divisions within the City of Toronto along with designated Agencies, Boards and Commissions.

## Major Responsibilities:

- Edits and processes requisitions.
- Prepares product specifications descriptions/scope of work.
- Identifies appropriate method of purchase and determines whether written competitive tenders, requests for proposals, requests for quotations, requests for expression of interest, requests for pre-qualification and telephone/fax quotation requests are required to ensure that deadlines are not jeopardized.
- Confers with suppliers regarding delivery, quality, etc., to ensure that department and specification requirements are met.
- Operates the City's automated purchasing system to process purchasing requirements (e.g. purchase orders, quotation requests, proposal calls, etc.), and to update and retrieve purchasing information.
- Evaluates summary of bids and ensures that specifications, policies and legal requirements are met, and forwards to user department for recommendation.
- Participates on committees related to City purchasing.
- Interviews sales representatives and visit supplier locations, warehouses, etc., when required. Prepares purchase orders and related documentation (e.g. price agreements, correction sheets, etc.) from quotations, tenders and proposals.
- Prepares correspondence and administrative reports using word processing and spreadsheet software. Coordinates, organizes and operates disposal activities

- including public auctions.
- Conducts training sessions for Buyers.

### **Key Qualifications:**

Your application must describe your qualifications as they relate to:

1. A certificate from a recognized Purchasing program such as Certified Professional Public Buyer (CPPB, Ontario Broader Public Association (OBPA) or an approved equivalent combination of education and/or experience.
2. Practical buying experience, preferably in a municipal environment (i.e. processing quotations, tenders, proposals, contracts, purchase orders).
3. Experience with computerized purchasing systems, i.e., SAP – Purchasing module, SAP- Ariba (electronic e-bidding) etc.
4. Experience in Microsoft Word and Excel.

### **You must also have:**

- Knowledge of the principles, practices and procedures of procurement.
- Knowledge of various Acts and regulations governing the public purchasing function (e.g., Sale of Goods Act, Workplace Safety and Insurance Act, City of Toronto Fair Wage/Labour Trades regulations, Federal and Provincial Sales Tax regulations, etc.).
- Highly developed oral and written communication skills, at all organizational levels.
- Excellent interpersonal skills to work effectively with other staff and members of the public.
- Solid negotiation skills.
- Ability to work independently, as well as part of a team environment.
- Good knowledge of the products and services used by the City and designated Agencies, Boards and Commissions, and appropriate sources of supply for same, an asset.

### **Notes**

- Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting. Additional information submitted after the job posting closing date will not be accepted.
- Assessment may include an interview, written and/or practical test. Location of assessment to be determined.
- Work location reflects what is known at the time of posting.
- An employee's reporting relationship and/or work location may change due to operational reasons and in accordance with their Collective Agreement.
- Information on preparing for City job competitions is available on the Job Opportunities website.

To apply, please go to our City site: <https://career17.sapsf.com/sfcareer/jobreqcareer?jobId=17631&company=cotprd>

## **Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

## **Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the \*\*application process\*\* is available upon request.](#) Learn more about the City's [Hiring Policies and Accommodation Process](#).