



About Us

Since 1997, the Technical Standards and Safety Authority (TSSA) has delivered public safety services on behalf of the government of Ontario. With headquarters in west Toronto, the TSSA is a self-funded, not-for-profit organization that employs approximately 400 staff across Ontario. The roles within the TSSA are as diverse as the Province we serve. It takes all kinds of people with varied skillsets and backgrounds to meet our organizational goals, but our employees share a few key traits:

- We are passionate about public safety.
- We are highly skilled, problem-solvers.
- We are collaborators who are invested in the communities we work in.
- We are more than employees; we are serving the greater good.
- We are committed to life-long learning and development.
- We operate with the highest integrity.

We are currently looking for a **Procurement Specialist** to join our team.

The Big Picture – this position in TSSA...

As our Procurement Specialist, you will be responsible for coordinating the purchasing process while adhering to TSSA's current procurement procedures and policy to obtain or buy goods and services while maximizing value for money. You will collaborate with other procurement and finance team members to analyze, source, evaluate and select suppliers, manage ongoing relationships, and implement demand and compliance measures.

Reporting to the Director, Finance, you will work with internal customers to process purchase requisitions and act as the liaison between TSSA and Proponents during the procurement process.

To be successful as a Procurement Specialist you should be able to work effectively in team environment exchanging information and innovative ideas. You must be a self-starter who can work independently with minimal supervision to meet internal client deadlines.

So, does this sound like you? If so, this could be your next big opportunity!

What you will do?

- Prime for assigned procurements as directed by the Senior Procurement Advisor. This includes: establishing specifications, developing appropriate pricing strategy, obtaining and evaluating competitive bids, and applying best practices in compliance with TSSA's Procurement Policy and the Ontario Public Service ("OPS") Procurement Directive ("Directive") issued by the Management Board of Cabinet ("MBC").
- Responsible for standards determination, supplier research, value analysis, negotiation with vendors, vendor issue resolution, and contract administration for assigned procurements.
- Facilitate the contract approval process with legal and in accordance with TSSA internal requirements.
- Maintain/administer procurement records retention and maintains accurate procurement and financial records for the purposes of tracking and audit.
- Support vendor creation/maintenance in the ERP system.
- Co-ordinate vendor performance management activities as assigned for new and existing vendors.
- Assists the Senior Procurement Advisor in the maintenance of the Procurement Policy.



- Provide input to Senior Procurement Advisor on continuous improvement opportunities, annual procurement plan, and training documentation, and other topics as they arise.

What do you need to succeed?

- Post-Secondary Diploma or Degree in a related field (Public Administration, Business, Finance, Purchasing) required
- SCMP designation (or equivalent) or in progress with an understanding of procurement concepts
- 2 to 5 years' experience preferably in private and public-sector procurement
- Knowledge of, or can quickly develop knowledge of, the Management Board of Cabinet Procurement Directive, tendering law, and risk management
- Strong written and oral communication skills
- Demonstrated change management, interpersonal, negotiating, and organizational skills
- Good mathematical ability to manage scoring for various types of procurement, and evaluate various pricing proposals.
- Ability to multi-task, adjust priorities and work in a demanding environment
- Demonstrated intermediate/advanced computer skills in Microsoft WORD and EXCEL and other purchasing related software programs (Oracle or similar)

Compensation

55,000 to 60,000 annual salary complemented with competitive employee benefits

How to Apply?

Visit our Careers Page at <https://www.tssa.org/en/about-tssa/career-opportunities.aspx>. Click on the job link for **Procurement Specialist**. Copy and Paste your Resume and Cover Letter on the application page.

Inclusion and Equal Opportunity Employment

TSSA is an equal opportunity employer committed to diversity and inclusion. We are committed to building and maintaining collaborative, caring and positive work environments so that our employees bring their whole selves to work each and every day. We encourage all qualified applicants to apply without regard to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status or disability. Only those selected for an interview will be contacted.

Please note that applicants who receive any conditional offer of employment from TSSA will be required to provide proof that they are fully vaccinated with a COVID-19 vaccine approved by Health Canada as a condition of employment and to maintain their status as fully vaccinated as a condition of continued employment. TSSA will consider individual requests for accommodation by applicants who cannot be fully vaccinated due to grounds protected under the Human Rights Code