



**The Corporation of the County of Haliburton  
Requires a**

**Procurement Coordinator**

The Haliburton Highlands is a vibrant region located in Central Ontario. Four municipalities make up the County of Haliburton: Algonquin Highlands, Dysart et al, Highlands East and Minden Hills. There are over 600 clear lakes, stunning scenery and it is only a 2 ½ hour drive from the Greater Toronto Area. The Haliburton Highlands is well known as cottage country for many, an active community of artists, independent businesses, outdoor enthusiasts and for those enjoying a relaxed and vibrant lifestyle. This could be your location to live, work and play – come and join us in #MyHaliburtonHighlands.

Reporting to the Deputy Treasurer and working closely with County and local municipal staff, the newly created Procurement Coordinator position is responsible for the coordination and facilitation of the procurement process in accordance with applicable regulations, legislation, industry best practices and the County's purchasing policy. This position ensures an open, transparent and competitive process to procure goods and services in a timely and cost-effective manner. In addition, this position provides advice and support to local municipalities.

The successful applicant will hold a University degree in business administration, public administration, supply chain management or a related discipline with a minimum five years of progressive experience, preferably in a municipal environment. Applicants with a comparable combination of education and experience will also be considered. They will also hold a professional purchasing designation (CPPB, CPPO) or equivalent, or have the ability to become certified within a reasonable time frame.

For complete responsibilities and requirements of the position please visit our website at [www.haliburtoncounty.ca/careers](http://www.haliburtoncounty.ca/careers)

Please submit a detailed resume indicating your skills and experience no later than **October 31, 2021** to:

Sarah Hume, HR Manager  
[shume@haliburtoncounty.ca](mailto:shume@haliburtoncounty.ca)

We thank all who apply for this position; however only those selected for an interview will be contacted.

The County of Haliburton is an equal opportunity employer. Accommodation can be provided in all steps of the hiring process. For accommodation options and to ensure full and equal access during the recruitment and selection process, contact Human Resources.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, the information gathered will be used solely for the purpose of job selection.