



Procurement Coordinator (Job #2022-001-IE)

Department:	Finance & Technology Services
Status:	Full Time, Permanent
Date Posted:	January 5, 2022
Date Closing:	January 19, 2022 4:30 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week, 8:30 a.m. to 4:30 p.m., Monday to Friday
Salary:	\$70,063.46 - \$85,242.91

Position Purpose: Reporting to the Manager, Procurement Services, the position coordinates and facilitates purchasing services for the Town, and ensures procurement activity is open, fair, transparent and in compliance with trade agreements, the Ontario Municipal Act and the Town's Procurement By-law. The position is responsible for developing, implementing and monitoring policies, procedures and strategies to improve effectiveness and efficiency in line with industry and legislative standards.

Qualifications and Requirements:

- Completion of a degree or diploma from an accredited college or university, with major coursework in public or business administration. Completion of a Professional Designation such as: Certified Professional Public Buyer (CPPB), or Certified Supply Chain Management Professional (CSCMP), or equivalent
- Four (4) to five (5) years of progressive experience and sound knowledge in purchasing and supply chain management, preferably within a municipal or public sector environment
- Procurement experience in Construction and Professional Services
- Experience and working knowledge of public sector procurement practices and procurement related contract law
- Thorough knowledge and understanding of relevant statutes, regulations and by-laws
- Proven skills managing quotation, tendering and competitive bid solicitation processes, including resolving complex technical and regulatory issues and drafting, reviewing and facilitation of evaluating RFxs; demonstrated ability to negotiate large, complex purchasing contracts
- Familiarity in the use of e-procurement systems (i.e., bids & tenders)
- Strong critical thinking, teamwork, facilitation and business planning skills
- Highly developed analytical, organizational and problem-solving skills, with attention to detail
- Excellent written and oral communication and presentation skills
- Proven work skills demonstrating a high level of flexibility, adaptability and accountability with a customer service focus
- Strong interpersonal and customer service skills with the ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, vendor community and the general public
- Working knowledge of computerized purchasing software applications with the ability to optimize electronic tendering and bidding for the Town and vendors
- Ability to work flexible hours to meet deadlines and peak workloads, as required
- Class G Driver's license, with reliable vehicle to use on corporate business



How to apply:

Please forward your resume in confidence by **January 19, 2022 at 4:30 p.m.**, identifying **Job # 2022-001-IE** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity.

If contacted for an employment opportunity, please advise if you require accommodation.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine.

Successful candidates will be asked to provide proof of full vaccination. In the event that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.