



GEORGINA

C.U.P.E. Local 905.03
Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Procurement Advisor

Job ID# 2022.04

Department: Corporate Services
Division: Purchasing
Location: Civic Centre/Remote
Status: Permanent, Full Time
Hours of Work: 35hrs per week
Number of Positions: 1
Salary Range: \$34.63- \$38.48 per hour
Date Posted: January 13, 2022
Date Closing: February 3, 2022

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose: Responsible for the acquisition of high value goods, services, and construction for the Corporation. For full details, please visit our website at www.georgina.ca

Minimum Qualifications:

Professional designation from a recognized professional procurement association. Demonstrated knowledge of accounting principles and procurement procedures. 3-year Community College diploma in business administration or related field. 5 years of progressive procurement experience in a municipal environment with centralized purchasing functions. Thorough understanding of the practices and legislation governing procurement and contracts, as well as insurance, bonding. Proficiency in Microsoft Office applications as well as Internet research abilities. Strong competency in e-Procurement tools. Excellent negotiation skills, analytical, investigative, problem-solving, report writing and verbal communication skills. Demonstrated ability to work independently as well as in a team environment. Ability to work overtime as required. Class G Drivers License with a reliable vehicle to use on corporate business.

How to apply: Qualified candidates are invited to submit a detailed resume with cover letter indicating how your qualifications meet our requirements. Please apply by visiting the Current Opportunities section on our Careers page on our website www.georgina.ca by **February 3, 2022 at 11:59 p.m.**

Please note that the Town requires that all newly hired employees be fully vaccinated against COVID-19 as a condition of employment and provide proof of full vaccination, or provide proof of a bona fide human rights based or medical exemption on a form issued from and approved by the Town.

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

We thank all candidates for their interest, however only those being considered will be contacted.