

Company Overview:

WISE Trust – Workplace Insurance and Safety Employee Trust – is the defined benefit pension plan for almost 10,000 active, deferred, and retired workplace insurance and safety employees of Ontario.

WISE Trust was established to give the Workplace Safety and Insurance Board (WSIB) and the Ontario Compensation Employees' Union (OCEU) an equal voice in the administration of the pension plan through a jointly sponsored pension plan. WISE Trust governed by a Board of Trustees, four appointed by the WSIB and four appointed by OCEU.

Our core values – integrity, accountability, service excellence, inclusivity, and innovation – help us do what we do by guiding decisions we make and determining the partners we work with so that we can continue to find ways to strengthen the pension promise to our members now and into the future.

Why Us?

Glad you asked! At WISE Trust we live by our values and genuinely care about the work we are doing. We are working to build a culture where all ideas are heard and respected, and where there is a focus on the health and wellbeing of everyone on the team. We want to ensure that you are not alone while navigating this new world we are in and have created a space where staff can bring their authentic selves to work, collaborating with their peers through team lunches, virtual socials, and connection meetings which are focused on health, safety, and wellness check ins. In addition to a competitive salary, this position also offers benefits which are 100% covered by the employer - starting day one! If you want to learn more about our amazing team, apply today.

This position offers a unique opportunity to gain hands on experience supporting the full cycle of procurements, while also assisting in documenting procurement policies and procedures in a start up environment!

Reporting to our Procurement Manager, the Procurement Specialist will support with the coordination of four major procurements planned for 2022. They will assist with setting up contract management functions and operations, coordinate procurement support requests as they come in by addressing or escalating inquiries appropriately, and help with creating forms and procedural documents related to the procurement process.

Position Requirements:

- 3 years of experience in strategic sourcing, contract management, negotiations, and acquisitions are preferred, but we're willing to train if you've got the right attitude!
- Highly organized and detail oriented with the ability to manage competing priorities and deadlines
- Strong critical thinking, analytical and problem-solving skills
- Excellent written and verbal communication skills with the ability to be clear and concise when collaborating with others, answering questions and completing documentation
- Knowledge in reviewing and interpreting complex legal documents such as solicitation documents, service agreements and other forms of contracts
- College diploma or university degree with a business, supply chain, or legal focus is an asset
- Certification from a procurement organization/association (CSCMP, PSPP, or equivalent) that operates in Canada is an asset

Employment Type: Full time, 18-month contract

Compensation: \$70,000 - \$95,000

Working Conditions: This position is based out of Ontario and temporarily remote due to Covid-19

How to Apply: Please submit your application with your resume. We thank all applicants for their interest; however, only those who meet the qualifications will be contacted at this time. If you have any questions or require accommodations to apply for this position, please email Careers@wisetrust.ca.

Our Commitment to Equity, Diversity, and Inclusion:

We are dedicated to creating an inclusive environment where all employees have the opportunity to contribute and grow personally and professionally, regardless of age, race, gender, nationality, sexual orientation, disability, family status or background. Our differences allow us to bring various perspectives to the work we do.