



PROCUREMENT ADVISOR (CLI000H)

Employee Status: Regular

Office Name: 30 Wellington Street West, Toronto

Metrolinx is connecting communities across the Greater Golden Horseshoe. Metrolinx operates GO Transit and UP Express, as well as the PRESTO fare payment system. We are also building new and improved rapid transit, including GO Expansion, Light Rail Transit routes, and major expansions to Toronto's subway system, to get people where they need to go, better, faster and easier. Metrolinx is an agency of the Government of Ontario.

Our Client & Vendor Relations Office is looking for two Procurement Advisors to lead functional areas and support Metrolinx's Vendor Performance Management (VPM) program and to provide procurement-related advisory support and vendor management oversight to one or more assigned business units.

Key Responsibilities

- Identifies strategic sourcing activities and providing primary support for assessing vendor performance
- Assists with the development of strategic solutions for current and future vendors; develops and provides strategic solutions to solve client communication challenges, resolve service issues, streamline process and improve department productivity
- Partners with clients and vendors to track project status and resolve performance and contract management issues as required
- Key liaison with assigned business units to assess and record Vendor performance on a contract-by-contract basis in support of Metrolinx's corporate VPM program
- Collaborates with the assigned business unit to develop an annual procurement plan (e.g. strategic, tactical, and operational forecasts for procurements material, services, and infrastructure);
- Drives customer satisfaction and acts as an advisory point-of-contact to guide and support business units for all procurement functions to meet procurement requirements (e.g. policies, procedures, sourcing strategies, etc.); develops an understanding of forecasted work volumes for translation into procurement activities; identifies client concerns to resolve issues and improve procurement technology, training, and processes
- Seeks proactive resolution of contractual disputes and manages variations and claims in collaboration with the assigned business unit
- Provides advisory support for operational activities related to policies, procedures, and processes of current and future sourcing events;
- Conflict of interest management and governance
- Supporting other team members in achieving their business objectives.

Number of Positions: Two (2)

Location: 30 Wellington Street West, Toronto

Qualifications

- Completion of a degree in a Business Administration, Information Technology (IT), or a related discipline – or a combination of education, training, and experience deemed equivalent
- Minimum of six (6) years of progressive experience in procurement and sourcing, preferably in construction and capital projects and/or IT equipment and systems management.
- Certified Supply Chain Professional (CSCP) or Supply Chain Management Association (SCMA) accreditation is preferred.
- Experience in procurement governance and compliance to manage high dollar value projects within a continuous improvement environment
- Experience with category management to develop related policies, processes, and monitor compliance

- Leadership experience in governance, processes, systems, data functions, and vendor relationship management
- Project management principles and practices to lead and direct cross functional teams and consultants engaged in simultaneous projects (i.e. development, project progress, related staff and project resources) to monitor project activities for adherence to timelines and project performance objectives; analytical and problem solving skills to resolve issues as they arise.
- Interpersonal and oral/written/presentation skills to collaborate with assigned business units and develop strategies, plans, performance metrics, and related reports.

To apply for this position, please submit your resume online through the Current Opportunities page (<https://metrolinx.taleo.net/careersection/jobdetail.ftl?job=CLI000H&lang=en>) no later than **December 08, 2019.**

Please note that applicants must be legally entitled to work in Canada. Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Please be advised, Metrolinx uses email to communicate with their applicants for open job competitions. A Criminal Record Search may be required of the successful candidate. Should it be determined that any background information provided be misleading, inaccurate or incorrect, Metrolinx reserves the right to discontinue with the consideration of your application.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

AN EQUAL OPPORTUNITY EMPLOYER