



PURCHASING COORDINATOR (PRO00F4)

Employee Status: Contract
Bargaining Unit: Amalgamated Transit Union (ATU)
Pay Range: \$30.60 - \$38.75
Location: 30 Wellington
Closing Date: 27-Jun-2021

Start Rate: \$30.60 per hour (Non-Negotiable)
\$30.60 - \$38.75 per hour (ATU Bargaining Unit)

(Contract up to 24 months)

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.

We embody our values in everything that we do. We Serve with Passion, Think Forward, and Play as a Team. If you can relate, we want to hear from you!

The Procurement Services Office is currently seeking for a Purchasing Coordinator to support the Director in PRESTO Procurement to ensure administrative workflows are handled on time, efficiently and according to Metrolinx/PRESTO procedures.

What will I be doing?

- Ensuring the Director is aware of key issues and that the issues are being escalated appropriately to reduce the risk of negative reputational impacts
- Providing calendar and records management support, supplies, order management, administrative onboarding and offboarding, meeting coordination and minutes, approval coordination, preparing and reviewing presentations and other documentation, general administration duties
- Researching and implementing various departmental projects and initiatives and assisting departmental management and staff
- Acting as a point person for information and results requests from both inside and outside the department

What skills & qualifications do I need?

- Successful completion of any level of post-secondary school education including university degree, college diploma or professional certification
- Knowledge of purchasing principles and practices normally attained through the pursuit or completion of a professional development program with certification such as Supply Chain Management Professional (SCMP), Certified Supply Chain Professional (CSCP), Certified Professional in Supply Management (CPSM), Certified Public Procurement

Officer (CPPO), Certified Professional Public Buyer (CPPB), or completion of the Ontario Public Buyers Association's (OPBA's) Principles of Effective Public Purchasing Certificate Program, or any combination of education, training and experience deemed equivalent

- Minimum two (2) years' experience involving the accurate and timely preparation /assembly of documentation packages; updating computerized information; generating computerized and manual reports, and organizing branch records
- Experience using word processing and spreadsheet computer applications
- Ability to enter quickly and accurately source data into a computer terminal
- Good organizational, oral and written communication skills

Accommodation:

Accommodation will be provided throughout the hiring process, as required. Applicants must make their needs known in advance.

Application Process:

To apply for this position, please submit your resume online through the Current Opportunities page:

https://metrolinx.taleo.net/careersection/ex/jobdetail.ftl?job=PRO00F4&lang=en&sns_id=mailto#.YMjxaeHlivg.mailto

All applicants must be legally entitled to work in Canada. Metrolinx will be using email to communicate with you for all job competitions. It is your responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence, we recommend that you check your email regularly. If no response is received, we will assume you are no longer interested in pursuing the opportunity. Please be advised that a Criminal Record Check 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