



Procurement Specialist

Responsibilities:

- Administers and executes all activities involved with procuring goods and services for corporate contracts for the City of Kitchener
- Advises and leads internal business partners through various procurement processes including design through contract administration.
- Maintain the integrity of the public procurement process ensuring all purchases are made and awarded in accordance with the policies and procedures as stated within the Purchasing By-law and/or other federal or provincial legislation.
- Prepares and issues complex bid solicitations, manages inquiries, facilitates evaluation, bid analysis and recommendation of award to internal business partners.
- Develop and review specifications and services in collaboration with internal business partners.
- Prepares internal memos or recommendation reports of award for Director/Council approval.
- Assists internal business partners in managing vendor performance.
- Attends site meetings as required.
- Review and process purchase requisitions and identifies opportunities for contracts.
- Maintain a tracking system to plan, schedule and co-ordinate projects to ensure contracts are in place prior to expiration
- Other duties as required/assigned.

Requirements:

- University Degree/3 Year College Diploma in Business/Supply Chain Management with a minimum of 2 years direct purchasing experience.
- Professional Designation or Certification through the Ontario Public Buyer Association (OPBA) or Supply Chain Canada (SCC) or in the midst of obtaining.
- Must have excellent written and oral communication skills to effectively liaise with staff, suppliers, other government agencies and the general public.
- Must have advanced level skills in the use of a personal computer using Microsoft Office 365 Suite.
- Must have excellent organizational skills to effectively meet deadlines, and work with minimal supervision.
- Must have highly developed research skills in order to obtain adequate product use and knowledge and keep abreast of market conditions and issues
- Must have highly developed reasoning, negotiation, problem solving and analytical skills
- Must have proven work skills demonstrating a high level of flexibility and accountability with a customer service focus
- Must have the ability to support and project the organization's core values of trust and respect, collaboration, and change and growth.
- Must have a MTO class "G" driver's license in good standing and access to a personal vehicle when required for City business.

Preference will be given to candidates who have:

- Procurement experience in Construction and Professional Services
- Familiarity in the use of SAP
- Familiarity in the use of E-Solutions tendering system
- Familiarity with advance procurement documents (NRFP,BAFO)
- Familiarity of public sector procurement practices and procurement related contract law

Note: All interested applicants are encouraged to apply. In the event there is no successful applicant with the stated level of education and experience, other applicants will be considered if a combination of their education and experience meets the following pre-determined equivalency: 2-year diploma or 2-year specialized post secondary program with a minimum 4 years experience or 4-year honours degree and a minimum 1 year experience.

For details on how to apply, please visit www.kitchener.ca/employment.

Salary Range: \$62,433 - \$78,043 per annum

Hours of Work: 35 hours per week

Posting Closing date: March 5, 2020

Please note that as per Human Resources Policy #II-110, "Employment of Relatives of Staff Members and Elected Officials":

"The immediate relatives of staff of the Human Resources Division, all Directors, Deputy Chief Administrative Officer, or the Chief Administrative Officer and Elected Officials shall not be employed by the City in any capacity.

The immediate relatives of all other Management personnel shall not be employed where such employment would be:

- 1. within the same Department in the case of permanent full-time, temporary full-time and part-time classifications.*
- 2. within the same Division in the case of students."*

We are committed to diversity and inclusion, and thank all applicants in advance. Accommodations are available during all stages of the recruitment process in accordance with the Human Rights Code.

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