

At Hydro Ottawa, we empower the lives of the people in the communities we serve.

As the electricity distributor to the Nation's Capital, our work powers all the essential activities that make up our lives - at home, at work and at play. And as Ontario's largest municipally-owned producer of green power, we are leading the way to a greener tomorrow.

We are looking for trailblazers and innovators to join us as we build an energy future that will keep our City and our planet green for generations to come.

Are you ready to make a difference in our community?

JOB SUMMARY

The Senior Procurement Agent is responsible for procuring material, capital equipment and services for Capital, Maintenance and other projects for Hydro Ottawa's and Energy Ottawa's requirements that meet Hydro Ottawa standards, within the specified time frame and at the most favorable price in accordance with Hydro Ottawa policies, procedures and Code of Business Conduct.

The Senior Procurement Agent is pivotal in ensuring that procurement of assigned high value/impact material and services is administered diligently and effectively and assumes the lead role on behalf of Hydro Ottawa in ensuring that requirements are properly specified, negotiated, ordered and executed.

MAJOR RESPONSIBILITIES

The essential responsibilities of the job include but are not necessarily restricted to the following:

- Objectively locate/identify potential sources of supply appropriate to the scope and nature of Hydro Ottawa's requirement.
- Work with clients to fully understand their procurement needs and recommend the most appropriate acquisition method, i.e. competitive process or Directed or Sole Source.
- Review clients' specifications for compliance with standards, completeness, and accuracy and ensure it is updated appropriately.
- Work collaboratively with internal clients to determine and establish evaluation criteria and pricing to ensure respondents/proponents will be fairly and comprehensively evaluated.
- Prepare and issue RFX requests (e.g., RFQs, RFPs, RFIs, etc.), including the proposed contractual Terms and Conditions and Evaluation Criteria and other applicable documentation.
- Prepare responses to Proponents questions or clarification on released RFXs by issuing Addenda in a timely manner.
- Review submissions received for compliance with requirements before forwarding to clients for evaluation.
- Work collaboratively with clients in reviewing the evaluations and pricing to ensure compliance with offering and select supplier(s) for contract/purchase order award.
- Advise clients of any pre-award compliance issues such as contractual, price, delivery and technical deviations where client needs/ expectations are not fully met .
- Negotiate contracts and generate corresponding purchase orders after satisfactory resolution of any concerns, in accordance with Hydro Ottawa's Procurement Policy.
- Maintain a database of contracts to ensure that renewals and cancellations are processed and expiring contracts are monitored and communicate with clients for renewal.
- Administer open orders to ensure milestones are met or mutually agreed changes are incorporated.
- Liaise between end-users and suppliers to negotiate and satisfactorily resolve any changes initiated by either party.
- Prepare detailed written communications to both internal and external contacts, and routine reports.
- Compose complex terms and conditions, purchase agreements, statements of work, notification letters, blanket orders, and analytical reports.
- Take the lead in all discussions/negotiations regarding critical delivery issues and technical problems, and resolve independently with a focus on maintaining the business relationship.
- Develop and update Procurement RFX templates.
- Debrief unsuccessful Proponents, if requested.
- Draft contracts for purchases acquired through directed source and interface with legal accordingly.
- Ensure proper procurement documents and contracts are attached to the requisition (created by client) before generating corresponding PO.
- Ensure contractor has provided any insurance and WSIB requirements as set out in the contract, in advance of starting any work, and liaise with Safety to ensure that they are a contractor in good standing.
- Provide updates to Safety and/or contractor onboarding regarding active vendors/contracts to aid in management of updates to insurance and WSIB requirements.
- Initiate the process of onboarding new contractors by providing names and required information.
- Maintain a database of all RFXs, and accurate records and documentation on all methods of purchasing, responses, contracts, correspondence and related follow up.
- Perform other related duties as assigned.

EDUCATION AND EXPERIENCE

- Post-secondary education in a related field, preferably Supply Chain Management or Business Administration with a focus on contracts or legal administration and minimum 5 years' experience in procurement or contract administration, or
- University Degree in Supply Chain Management and minimum 3 years' experience in procurement or contract administration
- Supply Chain Management Association as Certified Supply Chain Management Professional considered an asset

ADDITIONAL REQUIREMENTS

- English essential, both oral and written
- Bilingual (French/English) considered an asset.

The terms and conditions of employment for this position are governed by the collective agreement between Hydro Ottawa Limited and IBEW Local 636.

Hydro Ottawa offers a Hybrid Work Model. Hybrid work is position specific, details of the hybrid model will be discussed with successful candidates.

Hydro Ottawa may use artificial intelligence ("AI") during the recruitment process to aid in the screening and selection of candidates.

If this sounds like a good fit for you, apply by [clicking here](#).

Hydro Ottawa is committed to establishing a qualified workforce that reflects the diverse population it serves and we encourage applications from all qualified individuals. We are also committed to preventing and removing barriers to employment for people with disabilities, and we invite you to inform us should you have any accessibility or accommodation needs.

Selected candidates must be legally entitled to work in Canada.