



People Services

Senior Buyer (Contract until September 2027)

Temporary Full Time

Requisition ID: 4332

Salary Range: \$88,073 to \$111,600 Annually

The City of Markham is proud to be recognized for the 5th consecutive year as one of Canada's Best Employers by Forbes and Statista Inc. In 2025, the City of Markham is ranked 2nd among municipalities in Canada and 12th overall for Government Services. The recipient of multiple environmental awards, we are recognized for our innovative sustainability and urban planning initiatives as well as our fiscal accountability. More than 366,000 residents call Markham home and benefit from our rich heritage, culturally diverse environment, vibrant local economy and focus on quality of life.

Applications are now being received for a temporary full-time (contract until September 2027) position in the Financial Services Department of the Corporate Services Commission. To apply for this position, please submit your cover letter and resume online at www.markham.ca/careers by **June 23, 2025**.

Join us and make a lasting difference!

JOB SUMMARY

Bring your purchasing, negotiation and supply chain management expertise to this position as Senior Buyer in our Financial Services team. As a Senior Buyer, working under the direction of the Senior Manager of Procurement & Accounts Payable, you will be responsible for the procurement of goods, equipment and services for the various business units at the City. This role also involves analyzing long and short-term contracts and conducting in-depth analysis of spends by the City to achieve economic benefits through innovative purchasing strategies.

KEY DUTIES AND RESPONSIBILITIES

As a Senior Buyer, you will:

- Manage the competitive procurement process for the procurement of goods and/or services through a Tender/Quote/RFP process.
- Actively engage the user departments in identifying their requirements and achieve economic benefits in their procurement needs.
- Analyze departmental spending patterns and implement procurement processes that will provide economic benefits to the user departments.
- Drive continuous improvement in all areas of the procurement process.
- Contribute to, and oversee, the development of proposal evaluation criteria, chair evaluation teams and oversee RFP evaluation teams in reviewing and scoring submissions.

- Complement the Procurement Department in achieving the yearly business objectives.
- Other duties as assigned.

REQUIRED SKILLS & COMPETENCIES

Your professional profile as a Senior Buyer will include:

- A degree in Business Administration or a related discipline.
- A professional certification or accreditation in the purchasing field, such as Supply Chain Management Professional (SCMP) or Certified Professional Public Buyer (CPPB).
- At least 3 years of purchasing experience handling multiple priorities with superior written and verbal communication skills.
- Proficiency in Word, Excel and Access, with a thorough understanding of research and sourcing tools such as the Internet.
- Proven negotiation and problem-solving skills.

CORE BEHAVIOURS

- **Service Excellence:** Meets or exceeds service standards when interacting with customers in the community and in the organization.
- **Change & Innovation:** Responds positively and professionally to change and helps others through change.
- **Teamwork & Relationship Building:** Interacts with others in an inclusive, collaborative and respectful way that creates effective working relationships.
- **Communication:** Communicates in a clear, professional and respectful way; demonstrates active listening.
- **Accountable & Results Oriented:** Demonstrates ethical behavior and accountability, aligns with City values, and abides by relevant policies and legislation.
- **Management & Leadership:** Demonstrates self-management, professionalism and engagement; leads by example

The City of Markham is committed to inclusive, accessible and barrier free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. Please let us know if you require an accommodation and we will work with you to ensure a barrier free hiring process.

We thank all applicants who have applied. However, only those applicants selected for an interview will be contacted.

Please respect our scent free area by not wearing scented products when visiting the office.