

Posting closes: July 2, 2026 at 5:00pm

About Us:

The Canadian Mental Health Association Waterloo Wellington (CMHA WW) provides a full care system for those with addictions, mental health or developmental needs. We serve everyone from children to adults to seniors, all under one roof. Our programs help individuals and families to lead lives filled with meaning and promise. We have 400 staff at offices in Cambridge, Waterloo, Kitchener, Guelph, Fergus, and Mount Forest.

We are fully accredited by Accreditation Canada and our proud of our Exemplary Status (the highest standing) received at our most recent accreditation exercise.

Why Join our Team:

Competitive Compensation and Benefits: Our compensation package includes a competitive salary and generous benefits supporting the wellness of our staff. We are proud to be members of the Healthcare of Ontario Pension Plan (HOOPP) offering one of Canada's largest and most respected defined benefit plans.

Career Development Opportunities: Our wide range of services and supports allows for varied opportunities for career growth. Our multi-disciplinary approach to care offers cross collaboration and enhanced opportunities for learning. A formal succession planning process is key to our internal leadership recruitment.

Values that include: Mutual Respect, Accountability, Integrity and Excellence and Innovation and a culture that is welcoming and inclusive.

Commitment to Health and Safety: We have a strong health and safety culture at CMHA WW and work tirelessly to address the health and safety needs of staff and the people we serve.

The Opportunity:

We are recruiting for a **Manager, Procurement**

- This is a regular full-time newly created position (minimum of 35 hours per week Monday to Friday 9am to 5pm) based in Guelph.

The Manager, Procurement plays a key role in supporting the effective, compliant, and sustainable operation of the Canadian Mental Health Association Waterloo Wellington (CMHA WW). Reporting to the Director, Finance & Organizational Performance, this position is responsible for overseeing agency-wide procurement functions, ensuring purchasing practices are ethical, cost-effective, and aligned with organizational priorities.

With a focus on operational excellence, risk management, and resource optimization, the Manager, Procurement, ensures safety and efficiency for our service delivery across all CMHA WW sites.

Working collaboratively with internal teams, vendors, and external partners, the Manager, Procurement, provides leadership in contract management and vendor relationships while ensuring full compliance with provincial funding requirements and regulatory standards, including Ministry of Health and Long-Term Care (MOHLTC) policies, reporting obligations, and audit readiness. Guided by CMHA WW's Mission, Vision, Values, and Code of Conduct, the Manager applies a proactive, solutions-oriented approach to procurement strategy, strengthening organizational resilience, supporting staff and service users, and promoting responsible use of public resources.

This role ensures procurement activities are conducted in accordance with the Ontario Broader Public Sector (BPS) Procurement Directive, organizational procurement policies, and applicable provincial requirements (including Buy Ontario directives where applicable), with a focus on open, fair, and transparent processes, accountability, value for money, and audit-ready documentation.

Guided by CMHA WW's Mission, Vision, Values, and Code of Conduct, the Manager applies a proactive and solutions-oriented approach to procurement stewardship, strengthening organizational resilience, supporting staff and service users, and promoting responsible use of public resources.

Key Responsibilities:

Procurement & Sourcing Strategy

- Develop, implement, and maintain procurement policies, procedures, and practices that align with organizational values, regulatory requirements, and best practices.
- Oversee sourcing, tendering, and contract negotiation processes to ensure value, transparency, and accountability in purchasing decisions.
- Conduct cost and spend analysis to identify efficiencies and savings while maintaining service quality and operational integrity.
- Partner with leaders to plan and acquire goods and services, including conducting market research, developing specifications, obtaining competitive pricing, analyzing bids, and recommending contract awards.

- Identify and implement opportunities for cost savings, best value, and service improvements across procurement activities.
- Request and evaluate informal quotations in accordance with purchasing laws and policies, ensuring transparent and competitive procurement processes.

Vendor & Contract Management

- Build and maintain effective vendor and supplier relationships, monitoring performance and ensuring compliance with contractual obligations.
- Oversee purchase order processes, invoice reconciliation, and procurement reporting to support financial accuracy and audit readiness.
- Oversee contract administration for goods and services, including renewals, extensions, funding, and performance management, resolving issues and escalating deficiencies as required.
- Communicate acquisition details to vendors, negotiate pricing, and monitor ongoing vendor performance and service delivery.
- Collaborate with external purchasing groups and partners to support cooperative procurement initiatives and shared contracts.

Procurement Operations, Systems & Compliance

- Ensure procurement activities meet ethical standards and comply with provincial funding requirements, including MOHLTC policies and audit expectations.
- Ensure all procurements comply with applicable laws, budget authorizations, and approved signing limits.
- Complete and manage Acquisition Reports for approvals, contract extensions, and limited tender processes, maintaining associated tracking systems.
- Generate and manage contracts, purchase orders, release orders, and procurement reports, ensuring timely distribution to internal and external stakeholders.
- Oversee goods receipt processes and resolve invoice or purchase order discrepancies to ensure accurate and timely payments.
- Maintain procurement records in accordance with record retention laws and confidentiality requirements, including tracking outstanding orders and pricing issues.

- Coordinate import of goods, ensuring compliance with customs and brokerage regulations.

Leadership, Collaboration & Reporting

- Provide day-to-day leadership, coaching, and performance management for procurement staff, supporting skill development and accountability.
- Work collaboratively with Finance, Operations, and Program teams to align procurement strategies with organizational priorities and service needs.
- Prepare and present reports related to procurement activities, risk management, and budget performance to senior leadership.
- Contribute to continuous improvement initiatives that strengthen operational effectiveness, risk mitigation, and organizational readiness.

Qualifications:

- Post-secondary degree in business administration, supply chain management, or a related field; an equivalent combination of education and experience may be considered.
- Minimum five (5) years of progressive experience in procurement, preferably within a publicly funded, healthcare, or not-for-profit environment.
- Demonstrated leadership experience in team management and development
- Strong knowledge of public-sector procurement practices, including the Ontario BPS Procurement Directive
- Experience with competitive procurement practices, contract management and audit-ready documentation
- Strong analytical, negotiation and problem-solving skills
- Experience managing budgets, contracts and ERP systems
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Teams)
- Knowledge of healthcare-sector compliance requirements including PHIPA, AODA and Infection prevention and control considerations
- Valid G Class driver's license, access to a reliable personal vehicle, and appropriate insurance (travel to on-site meetings, events, and partners may be required).

- Embodies and promotes CMHA WW's core values of Mutual Respect, Integrity, Accountability, Excellence, and Innovation in all professional interactions and decision-making.

If you are interested in this position, please submit a resume and cover letter in one document outlining how your skills, qualifications and experience meet the position requirements.

Here is the link to the job posting:

[Manager, Procurement | Career Opportunities](#)

Agency website: www.cmhaww.ca

Compensation: Level 9 (Non-Union) \$52.04 to \$63.23 per hour (\$94,712.80 to \$115,078.60 annually)

CMHA WW, as an equal opportunity employer, embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. We welcome applications from all qualified persons.

*We do not use AI in our screening process.