

# Purchasing Analyst - 1053

**Workflow Type**

Regular

**Job Title**

Purchasing Analyst

**Status**

Temporary Full-Time

**Temporary - Approximate length of assignment, in months**

18

**Type of Position**

an Addition to Staff

**Start Date**

Immediate

**Close Date**

May 16, 2022

**Salary**

Per hour

**Salary Grade**

\$34.48 - \$37.48

**Department**

York Region -> Finance -> Procurement Office

**Location**

Supplies & Services - 17250 Yonge Street - Newmarket, ON L3Y 6Z1 CA (Primary)  
remote work opportunities may apply

**Job Description (E)****POSITION PURPOSE**

Reporting to the Supervisor, Procurement Operations, is responsible for reviewing purchasing requests; creating and analyzing routine bid documents; acquiring goods and services for the Region; facilitating the disposal of surplus assets; assisting user departments in developing routine tenders, proposals, and quotations; and facilitating the Region's acquisition of wireless communications media.

**MAJOR RESPONSIBILITIES**

- Purchases goods and services.
- Reviews and monitors procurement methods and contracts for goods and services for routine maintenance contracts (materials, repairs and operating), following established standards and procedures.
- Completes bid documents for the purpose of issuing for competitive bidding for maintenance or other routine contracts as assigned.
- Maintains an inventory list of surplus assets.
- Facilitates the disposal of surplus assets in accordance with the existing Purchasing By-Law.
- Creates make/lease/buy studies on specific unique or first-time items, substitution of items, cost analysis and sole sourcing for Departments for approval of the Supervisor.
- Liaises and develops linkages with vendors, departmental and Finance staff on purchasing matters.
- Responds to inquiries and resolves concerns, as appropriate, from vendors, Region staff, the general public etc, or refers issues as applicable.
- Provides assistance in the administration of complex construction related bids as directed.

## **QUALIFICATIONS**

- ♦ Successful completion of a Community College Diploma in Business Administration or related field or approved equivalent combination of education and experience.
- ♦ Enrolment in the professional certification programs of the National Institute of Governmental Purchasing Inc. (NIGP); or Universal Public Procurement Certification Council (UPPCC) or Supply Chain Canada's Certified Supply Chain Management Professional (CSCMP) or approved purchasing program equivalent
- ♦ Minimum three (3) years related purchasing experience including experience with on-line purchasing systems and project management methodology.
- ♦ Valid Ontario Class "G" driver's license and a reliable vehicle to use on corporate business.
- ♦ Knowledge of disposing methods of surplus material and equipment.
- ♦ Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self management and accountability and flexibility/adaptability.
- ♦ Proficient in PeopleSoft purchasing module or equivalent.

### **Council Approval Date**

### **Scheduled Weekly Hours**

35

### **Scheduled Shifts**

0830-1630

### **Operational Hours**

### **# of Hires Needed**

1

**Please apply online by 4:30PM EST of the closing date indicated above. We thank all candidates for their interest; however, only those selected for an interview will be contacted via email.**

**All York Region Employees are required to be fully vaccinated with a COVID-19 vaccine series, approved by Health Canada or the World Health Organization, as a condition of hire. Should you be the successful candidate, you will be required to comply with the Region's mandatory Vaccination Policy that is in effect.**

**York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. If contacted for an employment opportunity, please advise if you require Code-protected accommodation.**