

REPOST - Purchasing Analyst - 926

Workflow Type

Regular

Job Title

REPOST - Purchasing Analyst

Status

Temporary Full-Time

Temporary - Approximate length of assignment, in months

19

Type of Position

a Replacement

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.