

Senior Procurement Specialist

WHO WE ARE

Opened in 1914 and welcoming over 1.3 million visitors annually, the Royal Ontario Museum (ROM) is Canada's most-visited museum, ranking among the top 10 cultural institutions in North America. At ROM, we are dedicated to building and sharing global collections, sharing knowledge, inspiring learning, and fostering community engagement. As a globally recognized field research institute, ROM houses an impressive collection of over 18 million artworks, cultural objects, and natural history specimens, showcased in over 40 galleries and exhibition spaces. We are committed to creating a space where art, culture, and nature intersect, connecting people and communities to the past, present and shared future.

As we continue to work toward our goals to transform and evolve as one of the world's foremost 21st-century museums, we seek passionate and dynamic team members who embody our mission and values.

WHO WE NEED

We are seeking a Senior Procurement Specialist to execute and lead procurement activities across the Royal Ontario Museum in alignment with ROM's Purchasing and Signing Authority Policies, applicable laws, trade agreements, and government directives.

Reporting to the Manager, Procurement and Administration Services, this role acts as a trusted advisor to ROM business units, providing expert guidance on procurement strategy, complex and negotiated procurements, and contract administration. The Senior Procurement Specialist plays a key role in ensuring fair, transparent, and value-driven procurement outcomes, while supporting continuous improvement and operational excellence across ROM's capital and operational projects.

HOW YOU WILL MAKE AN IMPACT

Strategic & Complex Procurement Leadership

- Lead and execute complex, high-value, and negotiated procurements in accordance with ROM policies, trade agreements, and public-sector procurement rules.
- This role acts as a senior trusted advisor to ROM business units, providing expert guidance on procurement strategy, complex and negotiated procurements, and contract administration.
- Provide hands-on support for RFPs, negotiated procurements, vendor evaluations, and contract award processes.
- Ensure procurement activities are fair, transparent, defensible, and deliver the best value for ROM.
- Contribute to the continuous improvement of procurement practices, templates, tools, and governance.

ERP, Process & Governance

- Provide functional support to staff using ROM's ERP procurement module, including answering process questions, assisting with navigation, and identifying workflow issues.
- Develop and maintain SOPs for procurement and related administrative processes.
- Support the adoption of standardized processes and ensure compliance with procurement and signing authority policies.
- Identify and implement process improvements that enhance efficiency, consistency, and user experience.

Operational Enablement: Shipping, Receiving & Administration

- Provide day-to-day guidance and coordination in Shipping & Receiving, as needed, to maintain workflow continuity.
- Maintain and improve documentation and SOPs related to shipping, receiving, couriers, customs rules, and logistics workflows.
- Provide occasional on-the-ground coverage during staff absences to support this essential operational function.
- Support vendor compliance processes, insurance certificate tracking, purchasing card oversight, and related administrative functions.
- Build strong working relationships with internal stakeholders and external vendors.

WHAT YOU BRING

- Degree in Business Administration, Commerce, Public Administration, or a related field.
- In-depth understanding of procurement legislation, trade agreements, contract administration, and public-sector procurement best practices.
- Accreditation in supply chain, procurement, or project management is an asset.
- Minimum of five years of progressive procurement experience in a public-sector or comparably complex environment.
- Experience with Negotiated RFPs in the Canadian context.
- Strong verbal and written communication skills, with the ability to translate procurement concepts into practical guidance for non-procurement staff.
- Strong organizational skills with the ability to manage multiple concurrent priorities.
- Demonstrated ability to troubleshoot issues, provide practical solutions, and work collaboratively across teams.

- Proficiency in Microsoft Office 365 and comfort working within ERP or financial systems (training provided).
- Demonstrated ability to exercise sound professional judgment in complex, high-risk, or high-value procurement decisions.
- Professionalism and discretion in handling confidential information.
- Ability to support Shipping & Receiving operations when required (within reasonable physical parameters and safety practices).

WHAT WE OFFER

- **Comprehensive benefits coverage:** For permanent and full-time contract positions (conditions apply), enjoy 100 percent premium-free benefits for individuals and families, a health spending account, flexible working options (varies by position), and an Employee Assistance Program.
- **Worry-free retirement savings:** With our pension plan, you benefit from an employer-matched Defined Benefit contribution plan, which provides predictable lifetime retirement income, survivor benefits, and early retirement options without the stress of investment decisions.
- **Support for new parents:** Enjoy a parental leave top-up to 95 percent of your salary for 17 weeks, helping you balance work and family life.
- **Perks:** Free ROM membership for permanent full-time and part-time staff, plus discounts to over 200 attractions through Attractions Ontario.
- **And more!**

SALARY & TERMS OF EMPLOYMENT

START DATE: February 2026

OPEN DATE: January 16, 2026

CLOSE DATE: February 6, 2026

STATUS: Full-time permanent

EMPLOYEE GROUP: OPSEU Local 543

SALARY: \$78,575 – \$89,800

SCHEDULE: Up to 35 hours weekly

PROBATIONARY PERIOD: Six (6) months

LOCATION (onsite): Toronto, ON

POSTING TYPE: This posting is for an existing vacancy.

WHAT TO EXPECT IN OUR INTERVIEW PROCESS

1. **Initial conversation:** A 30-minute virtual conversation** with a Recruiter to discuss your interest in the role, ROM, and how you can make an impact.
2. **First interview:** A 1-hour in-person or virtual interview with the Hiring Manager and a member of the HR team. This in-depth interview will focus on your skills and how they align with the team's and ROM's needs.
3. **Second interview:** A 1-hour in-person meeting with the Hiring Manager and relevant team members. You may be asked to present a pre-assigned case study and discuss scenarios relevant to your role. Depending on the position, you might also be given a tour of ROM and receive a preview of your responsibilities and interactions.

The above-listed process may change or vary based on the nature and scope of the position.

****All virtual conversations and interviews will be conducted via Microsoft Teams and may be recorded.****

WHY PEOPLE CHOOSE ROM

- **Cultural engagement:** Daily interactions with Toronto's diverse culture and international visitors offer insights into social and cultural trends. We champion inclusive community programs and connections through diverse experiences.
- **Continuous learning:** At ROM, expertise and continuous skill development are paramount. Our culture of curiosity and open-mindedness fosters growth beyond traditional career paths.
- **Passion & fulfillment:** Our work in preserving and curating cultural narratives brings deep satisfaction. We are passionate about the arts, global history, cultural diversity, and leveraging digital technologies to enhance accessibility.
- **Team & culture:** ROM promotes a positive workplace with collaborative, supportive teams that encourage creativity and innovation. We value new ideas and collective problem-solving.
- **Academic collaboration:** We are committed to education, partnering with universities and providing student resources, underscoring our dedication to research and accessibility.

If you're excited about this role, even if your experience differs from the specific requirements, we encourage you to apply. We're keen to meet candidates who can contribute their talents to our goals, and will consider an equivalent combination of knowledge, skills, education, and experience.

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, & ACCESSIBILITY

At ROM, we embrace diversity in our exhibits, communities, and teams. We encourage applications from racialized persons, Indigenous Peoples, persons with disabilities, 2SLGBTQI+ individuals, and those who can further diversify our ideas. We are committed to equitable employment opportunities and a workplace free from discrimination and harassment.

We welcome and accommodate candidates with disabilities throughout the selection process. Please contact us at careers@rom.on.ca for assistance.

ADDITIONAL INFORMATION

- ROM does not require “Canadian experience.” International applicants with equivalent experience are encouraged to apply.
- ROM uses technology-assisted tools (including JazzHR TalentFit) to support the review and screening of applications. All hiring decisions are made by human reviewers.
- This posting is for an existing vacancy.

APPLY NOW

Only candidates selected for an interview will be contacted. Please note that all candidates receiving a verbal job offer will be subject to a background check. This includes a criminal background check and verification of professional references, and other checks depending on the role.

#LI-Onsite