

## County Administration Building, Belleville

### **PURCHASING COORDINATOR** **Full-Time**

2020-NON-GG-68

The Purchasing Department has an opening for one (1) **full-time** Purchasing Coordinator. This is a non-unionized position reporting to the Purchasing Supervisor. This position will assist with the co-ordination and facilitation of the procurement process in accordance with applicable regulations, legislation, industry best practices and the County's purchasing policy. This position will ensure an open, transparent and competitive process to procure goods and services in a timely and cost effective manner, while establishing and maintaining relationships with County Stakeholders; County staff, member municipalities, vendors and suppliers.

#### **DUTIES**

- Provide advice, oversight and guidance to County departments on procurement processes including the most appropriate method of soliciting bids.
- Facilitate and manage the competitive procurement process in an open and transparent manner including the preparation and administration of Requests for Quotation, Request for Proposals and Tenders in collaboration with users groups, including attendance at site meetings, evaluation of bids and contract negotiation.
- Ensure procurement requests have been properly approved/authorized in compliance with procurement policies and procedures.
- Responsible for the issuance of Purchase Orders within limits of authority.
- Support the operating departments in the application of the Vendor Management Program.
- Support the operating departments in managing and resolving contract disputes and performance issues (pricing, quality, timelines, discrepancies).
- Knowledge of group buying initiatives and identify opportunities to leverage multiple agency spend (Provincial VOR, Eastern Ontario Buyers Group) to obtain best value.
- Assist with the implementation and maintenance of an electronic purchasing system and identify opportunities for process improvements and efficiencies.
- Coordinate special procurement assignments and projects as required.
- Update and maintain various statistical databases and websites relating to the Purchasing Department.
- Maintain a positive, ethical and professional relationship with vendors, contractors and the general public.
- Maintain a positive, constructive working relationship with all staff.
- Manage the disposal of assets in accordance with County policies and procedures.
- Be aware of and carry out the duties of the Supervisor as set out in the Occupational Health and Safety Act and County policies.
- Other duties or various special projects as may be required or assigned from time to time.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- University Degree or College Diploma in Business Administration, Public Administration, Supply Chain Management or related discipline.
- Minimum 3 years progressively responsible experience in a Purchasing/Procurement environment preferably in a municipal environment.
- Professional purchasing designation (CPPB, CPPO) or equivalent or enrolment in a program leading to a designation.
- Combination of equivalent education and experience noted above.
- Experience participating in formal competitive procurement processes (Tender, RFP).
- Understanding and appreciative of ethical issues related to public procurement.
- Demonstrated proficiency and competency with various computer software including Microsoft Word, Excel, Access, PowerPoint and web pages.
- Above average oral and written communication skills to deliver information efficiently and effectively to staff, Department Heads and all other stakeholders.
- Demonstrated ability to apply analytical and critical thinking skills including research, data analysis and creative problem solving.
- Excellent time management skills and an ability to manage multiple priorities and tasks efficiently.
- Relevant knowledge of municipal business activities including construction/CCDC contracts; legislation, local government structure and responsibilities.
- Excellent interpersonal skills and ability to build professional relationships with colleagues at all levels of the organization as well as vendors and suppliers.
- Ability to take initiative, work with minimal supervision, exercise independent judgement and demonstrate sound decision-making.

## **ENHANCED QUALIFICATIONS**

- Membership in a relevant association eg. Ontario Public Buyers Association or Supply Chain would be an asset

**HOURS OF WORK:** 8:30 a.m. to 4:30 p.m. Monday to Friday

**WAGE RANGE:** \$60,184 - \$70,392 per annum, with excellent fringe benefits

Interested candidates may submit their resume and covering letter not later than  
***Monday, April 6, 2020 at 4pm***

Juliana Alvarez-Molina  
Human Resources Advisor  
Talent Management & Acquisition

**Please quote: “2020-NON-GG-68 – Your Name”** within the subject line and submit your application to [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation*