



Job Posting #19076

Procurement Specialist

Regular Full-Time

Salary: \$71,451 - \$ 81,123 annually

Please note that this is not a York Region position.

POSITION PURPOSE:

Reporting to the Manager, Finance, Governance and Compliance - YRRTC, is responsible for implementing a proactive and comprehensive approach to work program management that will ensure that appropriate procurement protocols, policies and procedures are followed in a timely, comprehensive, and consecutive manner; proper supporting documentation is developed, project statuses, issues, risks, schedules and costing are updated on a timely basis, invoices are properly tracked and processed, and that each work program agreement and construction contract is maintained to facilitate audits, claims and annual reporting to senior levels of government that fund the projects.

This is a non-union position with York Region Rapid Transit Corporation at 3601 Highway 7 in Markham, ON.

QUALIFICATIONS

- Successful completion of a Community College Diploma in Business Administration, Accounting, Commerce, Finance or related discipline or approved equivalent combination of education and experience.
- Must have a Professional Purchasing Designation recognized by the National Institute of Governmental Purchasing Inc. (NIGP) or Purchasing Management Association of Canada (PMAC).
- Minimum three (3) years experience in a computerized environment with responsibilities for analysis and report generation, including experience with electronic document storage and version control.
- Knowledge of and demonstrated ability in corporate core competencies including: customer service, communication, team work, initiative/self management and accountability and flexibility/adaptability.
- Excellent written and verbal communications skills
- Excellent problem solving and project delivery skills.
- Computer literacy utilizing MS Office software applications, including proficiency in word processing, spreadsheet, access, and presentation applications.
- Demonstrated project management, consultative and presentation skills.
- Demonstrated ability to coordinate a variety of activities necessary for the launch of capital project work programs with attention to detail.
- Ability to travel to offsite locations in a timely and efficient manner, as required.
- Ability to work outside normal business hours, as required.

Please apply on-line at www.york.ca by June 1, 2016, quoting competition #19076. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

York Region Rapid Transit Corporation
c/o The Regional Municipality of York
HR Services Branch
17250 Yonge Street
Newmarket, ON
L3Y 6Z1



**learn more
and apply**

YRRTC is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At YRRTC, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

