

Notice of Employment Opportunity

August 5, 2016

Purchasing Officer

The Corporation of the Town of Tecumseh is currently recruiting for a highly motivated and energetic individual to fill the full-time position of Purchasing Officer.

Job Summary

Reporting to the Director Financial Services & Treasurer, this position will manage and co-ordinate procurement for the Municipality in accordance with competitive bidding law, current regulations, the Municipality's Purchasing By-law and industry best practices. The Purchasing Officer will also maintain a positive public perception of the Town of Tecumseh by ensuring fairness, transparency and openness in public procurement opportunities. In addition, the Purchasing Officer will also be responsible for administering the Corporate insurance policies and assisting in various aspects of Municipal accounting.

Qualifications and Requirements

Candidates must have a University degree or College diploma in Business Administration specializing in purchasing, accounting or related field. Candidates must be willing to obtain Certified Professional Public Buyer (CPPB) Certification or Certified Public Purchasing Officer (CPPO) or Certification as a Certified Professional Purchaser (C.P.P). The successful candidate must have a minimum two (2) years related experience, preferably in a municipal setting, along with attention to detail and accuracy, and ability to multi-task and thrive in a fast-paced environment and hold a valid Class "G" driver's license. In addition, the successful candidate must maintain knowledge of current customs excise and sale tax regulations as well as proficient with Microsoft Suite. Candidates who possess experience in procurement best practices and processes, and familiarity with related legislation will be considered an asset.

Proven experience with demonstrating initiative to independently plan, organize, and prioritize workload, as well as, advanced understanding and appreciative of ethical issues related to public procurement. In addition, candidates must have experience in demonstrating ability to think and interact effectively, strategically, tactfully and courteously with all levels of staff and contacts, in a customer service environment, build cooperative and collaborative working relationships.

Terms

The Town is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise if you require accommodation.

We invite you to visit the Town's webpage www.tecumseh.ca to obtain further information about the municipality and to view the full Job Description for the position of Purchasing Officer.

It is the responsibility of the applicants to ensure that their resume reaches the Human Resources Officer by the closing date, or they will not be considered.

Salary

The Town offers an hourly salary of \$32.88 per hour for this position in accordance with the Collective Agreement with CUPE Local 702.1. This position is subject to a probationary period of sixty (60) calendar days.

Applicants are invited to submit resumes to hr@tecumseh.ca by **Friday, August 26, 2016 at 4:30 p.m.**

All applications are appreciated; however only those candidates selected for an interview will be contacted. Personal information is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* [MFIPPA] and will be used solely for the purpose of candidate selection.

