

**Town of Caledon**

***make a difference***



**Job Title: Buyer (Permanent, Full-Time)**

**Closing Date: August 25, 2016 at 4:30pm**

Town of Caledon is a dynamic municipality that successfully balances urban, rural and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

Reporting to the Manager, Purchasing and Risk Management, this role is responsible for coordinating, consolidating and monitoring procurement activities/contracts in a timely manner using the highest standard of business ethics and professionalism in all practices.

**The Opportunity**

- Administer the bidding process from inception to completion ensuring integrity, fairness, equality and transparency of the process
- Work closely with internal clients, and external vendors to ensure compliance with the purchasing policy/procedures, legislation and applicable laws
- Develop quotes, tenders, proposals, contracts or other procurement documents for goods, services and construction
- Prepare total cost analysis and award recommendation
- Provide strategic planning and consultation services to client departments
- Actively promote and improve departmental relations and foster good client relations
- Identify liability and risks and mitigate through effective document writing and timely communication with the Manager, Purchasing & Risk Management
- Analyze market trends and conditions in determining value of Town purchases
- Resolve any problems with goods and services purchased with a supplier and end user under the supervision and guidance of the Manager, Purchasing & Risk Management
- Provide incidental guidance to Division staff on purchasing best practices
- Coordinate Purchasing training for clients

**The Ideal Candidate**

Candidates for this position will have the following training, education and experience or equivalent:

- Training and knowledge in the above, normally acquired from a post-secondary diploma in Business, Purchasing, Risk Management or a closely related field



6311 Old Church Road  
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[www.caledon.ca](http://www.caledon.ca)

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- Completion of, or working towards procurement designation (e.g. SCMP or CPPB)
- Minimum 3 years related experience in procurement, preferably in a government setting
- Satisfactory passing of a criminal record check
- Valid driver's license with no more than 3 demerit points and daily access to a vehicle
- Excellent verbal and written communication skills
- Organizational skills with attention to detail and ability to meet deadlines
- Superior interpersonal skills including the ability to work effectively in a team environment
- Demonstrated emphasis on providing exceptional customer service
- Demonstrated ability to make decisions according to established policies and procedures
- Demonstrated ability to exercise significant discretion and sensitivity
- Demonstrated analytical and problem solving skills

### **How To Apply**

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: [www.caledon.ca/careers](http://www.caledon.ca/careers)

If needed and upon request, this document can be made available in an alternative format.



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