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TOWN OF AURORA

EMPLOYMENT OPPORTUNITIES  
Division of Human Resources

## Procurement Consultant \$74,393 - \$91,301 per year

The Procurement Consultant is responsible for providing full cycle procurement services for goods/services throughout Town operations in a variety of different category types. Responsibilities include developing relationships with internal clients and analyzing their needs to determine the appropriate procurement method, coordinating and administering all phases of the procurement process, conducting cost/benefit analysis on products and services and providing procurement consultation and expertise to clients while ensuring compliance to the Town's Procurement By-law. This position will also monitor risk for the organization and identify any opportunities for cooperative group buying partnerships and piggyback opportunities to maximize cost efficiencies.

The successful candidate for this position will have 5 to 7 years of related experience in a procurement function at a similar level which includes responsibility for providing direct advice and analysis to internal clients and answering vendor inquiries, preferably in a municipal or public sector environment. You have proven knowledge of and experience with procurement principles and best practices and demonstrated experience in coordinating all aspects of the tender process, analysis of bid documents and providing procurement related recommendations for complex projects. You have post-secondary education in Purchasing, Financial/Accounting principles, Business Administration or related discipline and ideally possess a Certified Professional Public Buyer (CPPB) or Certified Supply Chain Management Professional (CSCMP) designation. You have solid written, interpersonal and communication skills, project and time management, prioritization, negotiation, analytical, conflict resolution and public speaking/presentation skills, with a keen eye for detail. You have a proven history of providing excellent customer service to your internal clients and external vendors and developing relationships with the same.

### Police Criminal Record Check Requirements

Successful applicants to this position will be required to provide a Police Criminal Record Check that is satisfactory to the Town prior to their start date.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **June 30, 2017** quoting reference number **17-30**.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicants requiring accommodation are asked to contact Human Resources. Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Manager of Human Resources at 905-727-3123.

Posted : June 19, 2017