

ADP Job Posting template Job ID #1082

Procurement Consultant

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$83,171.71 to \$103,964.77

Closing Deadline: April 23, 2024

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

Position Summary

This role is responsible for providing leadership to Client groups for the effective and efficient procurement of goods and services for the Town, in accordance with the Town's Procurement By-law. **At the employee's request, this position is eligible to take part in the Town's hybrid work model as outlined in the Town's Alternative Work Arrangements Policy.**

Responsibilities

- Develops collaborative relationships with Client groups to understand their business and identify opportunities for the more effective procurement of goods and services.
- Support Client groups in the application of the Town's Procurement By-law, policies, and protocols.
- Executes and manages the entire end-to-end RFX process for assigned projects which includes requirement gathering; RFX creation, posting/closing, evaluation, and award.
- Provides training and support for all procurement processes.
- Ability to identify opportunities for continuous improvement of the procurement process and knowledge of municipal organization, issues and political environment.
- Provides advice on improvements to the Town's procurement By-law and process with the objective of improving and streamlining the process while ensuring it remains fair and competitive.
- Provide advice and guidance to Clients to with market research and analysis.

Qualifications

- University degree in Business Administration or related discipline and a Certified Professional Public Buyer (CPPB) designation (or working towards certification) through the National Institute of Governmental Purchasing (NIGP) or SCMP (Supply Chain Management Professional) preferred.
- Minimum five (5) years of working experience in the procurement function preferably in a municipal or public sector environment with proven knowledge of and experience with procurement principles and best practices.
- Proficient in MS Office (Word, Excel, Outlook, PowerPoint) and Adobe coupled with experience working with Oracle and electronic tendering, preferably Bids & Tender.
- Ability to work under pressure and meet deadlines as well as being able to exercise discretion when handling confidential/sensitive information is required.
- Solid written, visual, interpersonal and communication skills, project and time management, negotiation, analytical, conflict resolution, problem-solving and public speaking and presentation skills are required.

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 at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

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 Human Resources Division at 905-727-3123.