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Town of Aurora

# Employment Opportunity

Division of Human Resources

## **Senior Student, Procurement Services**

**Employment Type: Contract, Full Time (May- August 2024)**

**Location: Aurora, Ontario**

**Salary Range: \$18.18 to \$20.67 per hour**

**Closing Deadline: April 26, 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**

As a member of the Procurement Services team, you will include providing administrative support to the procurement team. Your responsibilities will include assisting with day-to-day procurement functions; coordinate and communicate with clients and suppliers including supplier registrations and updates within the Oracle system; updating procurement files and documents as assigned.

You will be required to work independently and as part of a team, and utilize various computer software, including Oracle.

### **Qualifications**

- Must be currently enrolled in and returning to classes in September of 2024 on a full-time basis in a post-secondary program within Procurement, Finance, Business Administration, Economics, Supply Chain Management or a related field of study with relevant experience preferred.
- Must be proficient in MS Office applications, and strong data entry skills.
- Possess excellent customer service skills, able to deal courteously and effectively with all levels of staff and the general public.
- Have excellent time management and organization skills with the ability to assess priorities and the ability to work independently to meet required deadlines with conflicting demands and changing priorities.
- Be able to maintain confidentiality and exercise good judgment/discretion in dealing with confidential information and responding to inquiries.

Posting date: April 12, 2024

Job ID: 1083

- Must have a reliable vehicle and possess a Class "G" license in good standing.

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.