



Purchasing Agent

The Town of Bradford West Gwillimbury is looking for a dynamic, highly motivated and organized individual to join the Procurement Division of the Corporate Services Department.

Reporting to the Manager of Procurement, the Purchasing Agent will plan, organize, facilitate and manage complex full cycle procurement activities relating to the acquisition of goods, services, consulting services, and construction on behalf of the Town within a centralized purchasing environment. Applies best practices in assessing, recommending and undertaking procurement processes that meet client needs, while also ensuring processes are compliant with the Procurement Policy, procedures, and applicable regulations, legislation, and trade agreements. Develops, implements, and monitors corporate policies and procedures relating to procurement. Develops, prepares and processes all Requests for Tenders, Proposals, Quotations, Pre-qualifications, Information, and Expressions of Interest documents in accordance with the requirements of the Corporation. In addition to routine procurement processes, the Purchasing Agent also develops and executes complex and/or flexible (non-binding) procurement processes. Supports internal clients providing professional expertise and guidance including strategic procurement planning, risk assessment, procurement framework selection, preparation of bid documents (including review of specifications and form of agreement), management of bid process in an electronic bidding environment, negotiation and contract formation. Assists departments in resolving vendor performance issues and conflict resolution. Prepares comprehensive analysis of bid submissions and monitors awards to ensure compliance by vendors/contractors with the agreement, corporate Purchasing Policy and procedures. Administers the corporate purchase order system.

Preferred candidates will have a degree in business administration or law or equivalent combination of education and experience. Completion of one of the following purchasing or supply chain management designations, Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), NIGP- Certified Procurement Professional (NIGP-CPP) or Supply Chain Management Professional (SCMP) upon hire. Candidates will have a minimum of five (5) years procurement experience in a public sector organization. In addition, the successful candidate must have working knowledge of the Municipal Policy Manual, Municipal Procurement Policy and be familiar with all applicable legislation. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public. The individual will have proven active listening, analytical, detail oriented, negotiation, problem solving, people management, time management and judgement skills combined with a demonstrated ability in effective communication and relations with users, departments, agencies, procurement organizations and the supplier community. Candidates must be able to provide a satisfactory Criminal Record and Judicial Matters Check along with proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

Salary range is currently under review. This position also comes with a competitive benefit package.

To explore this challenging opportunity further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2021-PU10** by October 15, 2021 to:

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, PO Box 251, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.