

**Town of Caledon**

***make a difference***



**Job Title: Junior Buyer (Contact up to 18 months)**

**Closing Date: September 15, 2022; 11:59pm**

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***.

### **The Opportunity**

Reporting directly to the Manager, Purchasing & Risk Management, this role is responsible for the coordination and administration of the day-to-day operations relating to public procurement, purchase orders and procurement support for staff. As the Junior Buyer, you will perform the following duties, including but not limited to:

- Assist Buyers with the procurement process including internal client interaction, meetings, bid document preparation, issuance, closing, evaluation, recommendation and contract award.
- Administration of the e-bidding process, including but not limited to, creating new bids, developing pricing tables and online submission sections, posting addenda, announcements, RFP evaluation, and posting award results.
- Maintain the bid log for all procurements and follow up with the respective Buyer and internal client through established processes.
- Staff support in preparation, evaluation and award of informal quotations.
- Set up new vendors and edit vendor information as applicable in the Finance system.

### **The Ideal Candidate**

We are seeking an enthusiastic professional with a post-secondary diploma in business administration or a closely related field. Our ideal candidate has 1-3 years of experience in procurement or legal field. An Ontario Public Buyers certificate of public procurement fundamentals is preferred.

The ideal candidate will have an understanding of the life cycle and actions required for a public procurement process and is able to understand contract terms and conditions and their applicability. We are seeking an



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individual with superior verbal and communication skills, a demonstrated ability to work within an established framework and can assist staff based on interpretation and requirements of a purchasing policy, and excellent interpersonal skills with the ability to work effectively in a team environment.

This position offers an hourly rate of \$32.44, based on a 35-hour work week.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

***New employees who commence employment on or after November 15, 2021 are required to be fully vaccinated against COVID-19, as a condition of employment. Being fully vaccinated is determined as the status of having received the full series of approved vaccines (both doses of a two dose vaccine series, one dose of a single dose vaccine series) and any additional doses required and approved by Health Canada and having satisfied the full post vaccination period required to ensure vaccination efficacy. The Town of Caledon reserves the right to request proof of vaccination at any time. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code.***

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

### **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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