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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Senior Procurement Consultant

Employment Type: Permanent, Full Time

Location: Aurora, Ontario

Salary Range: \$91, 211.65-\$114, 014.56

Closing Deadline: October 15, 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

Reporting to the Manager, Procurement this role provides leadership within the procurement team and supervises the work of the Procurement Coordinator, managing the supplier portal, leading training, improving processes/procurement templates, managing system changes and leading complex procurements identified as corporate priorities and high-profile projects with a focus on technology and construction for the Town.

Responsibilities

- Supervising the Procurement Coordinator and overseeing/approving their work on the supplier portal, non-standard procurements and procurement change orders
- Implements continuous improvement initiatives within procurement including green procurement, changes to the procurement policy, procedures and templates, and updates the Oracle ERP to reflect the changes
- Leads complex procurements and high-profile procurements for the Town including large construction and computer systems
- Provides advice, training and recommendations on best procurement practices for client departments, initiates the development of alternate procurement types including rosters, standing offers and blanket agreements where appropriate to support operational efficiencies
- Performs analysis on procurement trends to improve operational efficiencies, improve competitiveness of bids and ensure fair procurement practices
- Acts on behalf of the manager during their absence

Qualifications

- Degree in Business Administration, or related discipline, holds a Certified Professional Public Buyer (CPPB) designation or Certified Public Procurement Officer (CPPO), or NIGP-CPP through the National Institute of Governmental Purchasing (NIGP) or SCMP (Supply Chain Management Professional) is preferred.
- Minimum of five (5) years of working experience in the procurement function preferably in a municipal or public sector environment, with supervisory/leadership experience
- In-depth understanding of public procurement, trade agreements, contract law – A/B, Canadian Construction Documents Committee (CCDC) and experience with procurement principles and best practices.
- Proficiency in Microsoft Office Suite: Word, Excel, and PowerPoint; and experience working and managing with a procurement software system (Bids & Tenders and Oracle Fusion experience an asset).
- Ability to maintain confidentiality and exercise good judgement and discretion when dealing with confidential information and responding to inquiries.
- Ability to work independently and work under pressure to meet deadlines; and to deal

courteously and effectively with all levels of staff, suppliers and the public.

- Excellent customer service, interpersonal and communication skills to develop rapport and build effective working relationships with customers and external vendors.
- Demonstrated negotiation skills to ensure quality goods and services are procured in accordance with all 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 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 that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are 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.

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.