



Procurement and Insurance Agent

Permanent Full-Time

J0824-0995

Why work with us?

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

What we promise:

- flexible work environment, including **ability to work from home up to two (2) days per week**
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

In collaboration with internal clients, this position will facilitate or provide consultation to all stages of the procurement, from planning and initiation to after contract award. The Procurement and Insurance Agent will support, develop, and conduct procurement activities that are open, fair, and transparent, with a focus on strategic sourcing. They may also lead or assist with order processing, purchasing, inventory, shipping, receiving, asset disposal, p-card administration, insurance administration, and procurement training.

How you contribute to our organization:

- Provide education, support, advice and guidance to internal clients on purchasing policies and procedures, monitoring compliance to same.
- Monitor developments that pertain to the work of the division, including industry, legislative and common law developments, supporting the update of policies, procedures, templates and work practices, where applicable.
- Analyze spend and monitor market trends and developments that pertain to the work of the internal clients, investigating, identifying and implementing opportunities to increase value to the town through strategic sourcing, including cooperative purchasing, and innovative approaches to purchasing.
- Lead and facilitate high value, complex procurements of goods, services and construction, or in the case of department led initiatives, provide consultation and support to all stages of the procurement, from planning and initiation, to after contract award.
- Analyze incidents, near misses, and other relevant risk data to investigate, identify and make recommendations to mitigate risk to the town.
- Review coverage levels, deductibles, and related premiums with Manager prior to Town insurance renewal to ensure that the Town's assets are properly insured and that the Town's liability exposure is minimized.

What you bring to the team:

- A diploma in Business Administration, Legal Administration or equivalent education required.
- Completion of, or the ability to complete, a professional procurement certification, such as the Certified Public Procurement Buyer (CPPB).
- Education in a related area such as supply chain, business economics, or logistics would be beneficial.
- 4 to 5 years' recent experience in a purchasing environment, in a role responsible for analytics and leading complex, high-value procurement opportunities, including large construction.
- Government experience would be an asset.
- Proficiency in Microsoft Office and information systems, such as financial systems, public bidding systems, and risk management would be beneficial.
- An advanced knowledge of public procurement and contract law.
- Strong analytical and research skills.
- Excellent interpersonal skills required to deal with the public, suppliers, and other Town departments in a customer service capacity.

Salary: \$74,783.80 - \$94,949.40, plus employer paid benefits and OMERS pension plan
Hours: 35 hours per week, 8:30 a.m. – 4:30 p.m., Monday to Friday
Location: Town's Administration Centre (24 Tupper Street West, Alliston ON)
Start Date: September 30th, 2024.

To apply, please submit a cover letter, resume and copies of the required credentials (proof of education, procurement certification, etc) by September 23rd, 2024.

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0824-0995&BRID=EX288358&SBDID=20651&LANG=1>

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.