



Buyer - Job ID #2236

Job Title	Buyer	Status / Job Type	Permanent Full Time
Commission	Corporate Services	Department	Finance
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay	\$40.46 to \$43.04	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Jan 2, 2025
Job ID #	2236	Closing Date (4:30 pm)	Jan 23, 2025

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment (within 200 km of the City of Brantford boundary). The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Coordinator of Purchasing, the Buyer will be responsible for providing full cycle procurement services to user departments for goods, services and construction, in a cost effective and responsive manner in compliance with the City's Purchasing Policy and Procedures. Using the Purchasing Division's end-to-end e-procurement solution, the Buyer will be responsible for preparing request for quotations, tenders and proposals, leading site visits, preparing addenda, analyzing and evaluating submissions, leading evaluation meetings, developing recommendations, negotiating, preparing and reviewing contracts, and managing supplier performance through the City's vendor performance program. Other duties include but are not limited to review and approval of change orders, expediting and tracking the status of ongoing supply and service contracts, coordinating applicable corporate contract agreements, and researching commodities and services for assistance with specification development. This position is a blended in office - work from home model.

Qualifications

- Applicants must have successfully completed a two (2) year community college program, or equivalent, in Business - Purchasing / Supply Chain Management with a minimum four (4) years purchasing related

experience preferably in a municipal environment.

- Applicants will be an active and current member of the Ontario Public Buyers Association (OPBA) and have completed the "Effective Public Purchasing Certificate" program.
- Certified by the Universal Public Procurement Certification Council as a Certified Professional Public Buyer (CPPB) or equivalent would be considered an asset.
- Applicants will have demonstrated analytical, problem solving, communication and interpersonal skills. Ability to work independently and within a team environment. Possess a thorough understanding of the practices and legislation governing procurement and applicable trade treaty agreements.
- Ability to prioritize and organize work and manage conflicting priorities.
- Applicants will have a thorough working knowledge of business software applications including MS Word, Excel, and Outlook. Previous work experience in Bids&Tenders software and JD Edwards financial system would also be considered an asset.
- A valid class G Driver's License in good standing with access to a personal reliable vehicle to use on corporate business is required.
- Applicants may be required to undergo skills assessment/testing.

Posting Restrictions

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.