



Procurement Specialist

Township of Oro-Medonte

About the Role

The Township is currently seeking an experienced accounting and/or procurement professional with a passion for our community and commitment to the Township's team. Reporting to the Supervisor, Asset Management, the Procurement Specialist is responsible for development and implementation of the Township's new procurement management program. They will coordinate with key department managers throughout the procurement process from planning, review and evaluation of bid documentation, to awarding and contractual. They will work closely with the Supervisor performing intermediate-level accounting functions related to assets management and capital budget management, and grants management.

What You Bring

The ideal candidate has a strong passion for teamwork and customer service with experience in developing and implementing a procurement program. In addition to a post-secondary degree or 3-year diploma in Business Administration, Accounting or Commerce combined with at least 5 years of progressive experience in procurement, you will bring strong working knowledge of purchasing principles and practices, competitive bidding processes, and applicable legislation, regulations and acts.

You possess excellent communication and project management skills and ensure a high-performance standard within the department team. A satisfactory Driver's Abstract and Criminal Background Check are also required for this role.

What We Offer

This bargaining unit position offers a salary commensurate with experience and education (wage schedule range of \$40.04-\$48.10 per hour). The Township of Oro-Medonte values work-life balance and employee development. You will enjoy a variety of benefits including, flexible work environment, an extensive benefit/wellness program including contributions to the OMERS pension, social opportunities through our People Team and professional development training for career growth. The Township of Oro-Medonte is an equal opportunity employer, and we are dedicated to creating a workplace culture of equity, inclusion and respect.

Application Deadline

We encourage all interested applicants to apply through our Township's website via the below link by 4:30 p.m. on **May 27, 2025**. We thank all applicants who apply, however only those selected for an interview will be contacted.

[Apply Now](#)

The Township of Oro-Medonte is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township of Oro-Medonte's People and Culture Department if you require any accommodation to ensure that you can participate fully and equally during the recruitment and selection process. We thank all applicants; however, only those considered for an interview will be contacted. Personal information is collected pursuant to The Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of the candidate selection. Questions about this collection should be directed to the People and Culture Department.