



## THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

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The Purchasing Department is looking to fill one (1) vacancy into either of the positions outlined below based on candidate qualifications:

**Posting #: CUPE 3.25 (repost)**

**Position / Wage:**

Junior Purchasing Agent – wage range \$29.15 – \$36.43 per hour

OR

Purchasing Agent – wage range \$31.91 – \$39.89 per hour



**Opportunity for job progression within these Purchasing Agent roles is available for candidates when qualifications are met.**

**Status:** Temporary Full Time (date of hire until July 2026) (35 hours per week)

**Employee Group:** CUPE Local 4700

**Department:** Purchasing

**Division:** Corporate Services

**Reports To:** Manager, Purchasing Services

**Location:** Simcoe (hybrid work is available and requirement to be flexible based on operational needs)

**Posting Period:** June 26, 2025 to July 10, 2025

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**How to apply:**

Follow the link below for the application process through Google Chrome or Microsoft Edge:

<https://apply.workable.com/j/8D5B276021>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](http://NorfolkCounty.ca)

**Basic Function:**

To undertake a wide variety of procurement related activities as the primary liaison to departments and divisions by adhering to corporate purchasing policies and procedures.

To ensure compliance with public procurement requirements and to be accountable in maintaining an open and honest process that is fair, impartial and transparent.

**JUNIOR PURCHASING AGENT**

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**Knowledge and Experience:**

- Post-secondary degree/diploma in public administration, purchasing / supply chain management or business.
- Completion of, or willing to obtain within two years from date of hire the Ontario Public Buyers Association (OPBA) Public Purchasing Certificate Program or provincial procurement certificate program or supply chain management program.
- Over two years current related experience
- A professional Purchasing Designation (Certified Professional Public Buyer (CPPB), Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO) will be considered an asset.

**PURCHASING AGENT**

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**Knowledge and Experience:**

- Post-secondary degree/diploma in program such as public administration, purchasing / supply chain management or business.
- Completion of the Ontario Public Buyers Association (OPBA) Public Purchasing Certificate Program or provincial procurement certificate program or completion of supply chain management program.
- Completion of a professional Purchasing Designation (Certified Professional Public Buyer (CPPB), Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO) or working towards the designation.
- Three years up to and including four years of current related experience

**Skills and Abilities:**

- Knowledge of the principles, practices and procedures of public procurement and contract administration
- Sound research, analytical, problem-solving and negotiating skills
- Ability to exercise discretion, judgement and work independently, with a high degree of integrity due to considerable exposure to confidential information
- Proven multi-tasking skills with an ability to handle multiple projects and rapidly changing priorities while maintaining effective working relationships with County staff at all levels
- Strong communication skills and training experience
- Valid Ontario driver's license and access to a reliable vehicle
- Computer expertise must be able to apply basic functions of Corporate standard software and have a general knowledge of department-specific software utilized by the Division including Pearl (WorkTech), Diamond GP Dynamics, Paramount Workplace, US Bank Access Online, FMW and OMNIRim
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act

**Position Description:**

- To act as a primary liaison to department/division in providing advice and guidance on corporate purchasing policies and procedures to ensure compliance with public procurement requirements
- To process and approve requisitions from department/division according to corporate policies, procedures and budget approvals
- To confer with department/division requisitioner regarding requirements, quantity, quality and delivery, and edit requisitions as required. To recommend alternatives that would result in greater value for the corporation.
- To research, determine and recommend procurement method to department/division requisitioner (i.e., cooperative purchase, roster, quotation, tender, proposal, expression of interest, etc.)

- To develop and assist department/division requisitioner or consultant in the writing of specifications, scope of work and terms and conditions as required, and to prepare appropriate documentation
- To prepare complete bid document for procurement method and ensure appropriate review/sign-off from department/division requisitioner and/or Corporate Initiatives as required
- To issue finalized bid document to bidders through bids&tenders and/or copying in accordance with corporate policies and procedures including the writing and placement of advertisements and managing the bid takers list
- To coordinate, attend and conduct pre-bid, information and/or site meetings in collaboration with department/division requisitioner as required, and to prepare appropriate documentation including attendance sheets, meeting notes, etc.
- To respond to inquiries from bidders regarding bid documents and to develop and issue addendums in collaboration with department/division requisitioner
- To receive, review and determine compliance with requirements in quotations, bids or proposals within authorized limits, and to attend formal bid openings when necessary
- To coordinate and participate in evaluation committees, proponent interviews and to formulate evaluation calculations, bid summaries, award recommendations and approvals
- To obtain and track all necessary documents from vendors including labour and material bonds, bid deposits, insurance and WSIB certificates, licenses, material safety data sheets, health and safety requirements, references, etc.
- To prepare legal agreements and contract documents for approval in collaboration with department/division requisitioner in accordance with corporate requirements and to arrange execution by the vendor and approved County designate
- To issue purchase orders within authorized dollar limits or after receiving approvals
- To prepare required correspondence to ensure appropriate follow-up with unsuccessful bidders
- To coordinate contract administration together with the department/division requisitioner throughout the duration of the project which may include monitoring vendor performance, revising contracts, issuing change orders with an additional purchase order, and renewing contract documentation such as bonds, insurance and WSIB certificates

- To assist department/division requisitioner in resolving problems with goods and services purchased (i.e. incomplete shipments, damages, incorrect goods, quality and service related issues and custom clearance issues, etc.)
- To work closely with Accounting Services in the matching of invoices to purchase orders resolving invoicing discrepancies and to clear price or quantity differences in cooperation with department/division requisitioner
- To assist with the implementation and maintenance of Repeat Vendor Accounts (Ghost Accounts) for the procurement card program
- To assist with procurement card reconciliations as required
- To coordinate and confirm completion of vendor performance with department/division requisitioner in order to track County satisfaction with the quality of products, services and goods provided and report accordingly to vendors and establish any corrective action
- To prepare and maintain accurate records and documentation on all bid solicitations, responses, purchases, contracts, certificates, performance reports, correspondence and related follow-up in accordance with Norfolk County Records Retention By-Law 2007-214
- To generate, review and follow-up with open purchase order reports and supplier analysis reports outlined in Paramount Workplace
- To engage in current and future procurement planning with department/division by routinely meeting and communicating in order to meet service delivery requirements
- To review standardization opportunities and alternative goods and services across departments/divisions with the intent to optimize value, create efficiencies and cost savings to the corporation
- To assist with the implementation and enhancements of specific software including Paramount Workplace, bids&tenders, eContracts and US Bank Access Online
- To assist with formal bid openings and perform in a backup capacity, the duties of Bid Recorder including preparation of documentation, setup of weekly bid openings and posting of unofficial results while maintaining discretion and confidentiality
- To assist with the updating of the County's website and specific intranet areas to provide current and easily accessible information for the corporate purchasing functions administered by Corporate Initiatives
- To establish work priorities and schedules to ensure timelines are met

- To assist with the development and facilitation of training and programs for the corporate purchasing function to Council, staff, vendors and the public as required
  - To prepare and present written or verbal reports, policies and procedures and/or recommendations to General Managers, Managers, staff, Council, external agencies and the public as required
  - To participate on a wide-variety of committees and/or workgroups such as a Corporate Purchasing Team and the Grand River Purchasing Cooperative as required
  - To perform other related duties to assist all functional areas of Corporate Initiatives as required
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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.