

# Clarington

**We're looking for a Buyer I (Temporary up to 10 months) to join Clarington's Finance and Technology – Procurement Division team!**

## Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

## About the Role

Vacancy Status: This posting is for an existing vacancy.

Reporting to the Acting Manager, Procurement, the successful candidate will be responsible for:

## Key Responsibilities

- To assist Manager of Procurement and Senior Buyer in procuring a variety of commodities and services for daily operations using accepted principles and established procedures.
- Conduct analytical review of corporate contracts and term orders and issue competitive bids.
- Investigate new sources of supply.
- Confer with suppliers regarding delivery, quality, etc., to ensure that division and specification requirements are met.
- Editing of requisitions and conferring with departments regarding requirements.
- Soliciting and analyzing quotations.
- Interviewing vendors and their representatives and maintaining contact as required.
- Traveling to attend site meetings, as required.
- Expediting of outstanding purchase orders.
- Handle discrepancies between invoices and purchase orders, arrange for appropriate credits and returns.

- Assist in/or responsible for the preparation of Tender, Quotation and Request for Proposal.
- Assist in/or responsible for the research and writing of reports.
- Perform other duties as assigned, including those specific to the department.

## What you bring

- A post-secondary school graduate from a related discipline to the satisfaction of the Deputy CAO/Treasurer.
- A Certified Supply Chain Management Professional, or an equivalent combination of education and experience to the satisfaction of the Deputy CAO/Treasurer.
- Successful completion of a purchasing certificate from an accredited Purchasing Association.
- Minimum 1 – 3 years of practical buying experience (processing quotations, tenders, proposals, contracts and purchase orders), preferably in a Municipal environment.
- Proficient and experienced working with computerized purchasing systems.
- Demonstrated expertise in procurement compliance requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).
- Excellent written and verbal communication abilities.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

## What we offer

- Salary: \$67,304 to \$83,937 - Code 9 of the 2026 Inside Collective Agreement.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

## Additional Information

*A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.*

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

## How to Apply

Applications will be accepted until **February 4, 2026, at 11:59pm**.

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: [www.clarington.net/careers](http://www.clarington.net/careers).

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

## **Our Commitment to Equity**

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at [careers@clarington.net](mailto:careers@clarington.net).

## **Privacy**

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at [careers@clarington.net](mailto:careers@clarington.net).