

Job opportunity

The Corporation of the Town of Orangeville invites applications for the position of

Senior Procurement Professional

Corporate Services department

(full-time position, 35 hours per week)

Located on the north-west edge of the Greater Toronto Area, less than one hour's drive from Toronto and just moments away from the natural beauty of the Niagara Escarpment, the Town of Orangeville (Town) offers an excellent combination of location, small-town charm and urban amenities. Situated in the picturesque natural setting of the Hills of Headwaters, Orangeville is home to over 30,000 residents and is the largest urban community and regional service centre within Dufferin County.

Orangeville is a great place to raise a family, with an excellent quality of life and a strong sense of community. The Town is committed to a values-based, thriving and collaborative work environment that supports our employees' success. Our values of respect, integrity, team and excellence (RITE) aren't just words, they're what we live by every day. They guide how we work together, do what is "RITE", make decisions and support each other. These values form the foundation of our workplace culture, helping us grow stronger as a team and better serve our community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making Orangeville one of the exceptional places to live in Canada.

Position description

We are looking for a Senior Procurement Professional. Reporting to the Town's Chief Financial Officer/Treasurer, this position is responsible for administering and providing guidance and oversight of the Town's procurement program to achieve best value in a timely and cost-effective manner and in accordance with the Town's by-laws, procedures, regulations, and policies.

Job duties

- Overseeing and administering the Town's decentralized procurement program including applying and/or developing tools, policies, procedures, templates and training, ensuring adherence to legislation, trade agreements, policies, procedures and by-laws; delivering interpretation, advice and recommendations on procurement practices, methods and processes; providing leadership and advice

when choosing an acquisition method and developing evaluation criteria, and supporting contract implementation issues; ensuring the Town's records management policy is adhered to; and managing vendors throughout the procurement process, including responding to bid complaints, disputes and/or enquiries, and debriefing unsuccessful bidders/proponents.

- Aiding in preparation and issuing requests for quotations/tenders/proposals/expressions of interest/requests for information and pre-qualifications and determining appropriate clauses to include; preparing and maintaining commercial and technical specifications; summarizing, evaluating and recommending award of contracts to various service areas; preparing recommendations to senior leadership for approval; administering contracts including monitoring performance, revising contracts, renewing bonds and insurance; securing performance and labour and material bonds, bid deposits and monitoring for compliance; ensuring health and safety procedures are adhered to; administering purchase of service agreements; administering the Town's electronic bidding system, ensuring staff are trained and the process remains open, fair and transparent at all times; and assisting with the implementation and maintenance of a purchase order module within the Town's financial system.
- Preparing quarterly council reports and yearly procurement activity reports for the federal government, as dictated by trade agreements; planning, administering and executing the buying procedure including preparing requests for tenders/proposals, reviewing specifications for compliance; and ensuring the collection and review of submitted health and safety requirements, legal and risk results.
- Identifying and recommending tools and processes to optimize effectiveness; and monitoring trends and advances in procurement, strategic sourcing, vendor qualification, purchasing systems and public bidding processes.
- Other duties as assigned.

Qualifications

- University degree or college diploma in Business Administration, Commerce, Economics or related field, or an approved equivalent combination of education, training and experience.
- Professional Designation/active involvement or certification through the Ontario Public Buyers Association (OPBA).
- Minimum (3) three years of experience or equivalent working with procurement functions, preferably in a purchasing role in municipalities or broader public sector.
- Experience with procurement software, progressive experience with proposals and tendering processes, knowledge of procurement law and application to contracts, competitive bidding procurement process and industry standards/best practices.
- Demonstrates ownership of procurement programs with tracking and reporting and ensures tasks are completed efficiently with minimal oversight.

- Fundamental understanding of municipal budgeting processes and requirements, and demonstrated understanding and knowledge of the principles, practices, and procedures of public procurement and contract administration.
- Strong project management skills to implement new programs, manage existing programs and multiple priorities; excellent oral skills and the ability to write clearly, concisely and in plain language; strong negotiation skills; interpersonal skills; team building and communication skills; the ability to work effectively and communicate with a wide range of staff; detail and customer service oriented; and an understanding of ethical issues related to public procurement.
- Proficient with various computer applications, including online purchasing systems, financial systems, contract management and procurement systems, Microsoft Word, Office and Excel, with awareness of new technologies affecting procurement - including e commerce, e-catalogues, purchasing cards.

Successful candidates will be required to complete a background check, including but not limited to a Criminal Record Check, in accordance with the duties of this position.

Salary range: \$95,701.06 to \$111,956.70, Band 11 on the Town's 2025 pay grid plus a comprehensive benefits package

Qualified candidates are invited to apply no later than 4 p.m. on **January 9, 2026**.

Applications may be submitted online, at orangeville.ca/jobs, or in person at Town Hall on 87 Broadway, addressed to Human Resources. Please do not email your application. Please note that only those who are selected for an interview will be contacted by Human Resources.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including police record checks, may be required as part of the hiring process for certain employment or volunteer positions. When requested, applicants are required to provide a police record check as a condition of their offer of employment. Police record checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of police record check required will be indicated in the job posting qualifications.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process, and applicants are asked to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.

The Town of Orangeville recruitment software has applicant tracking capabilities, including the use of artificial intelligence (AI) to assess applications.

Questions about this posting?

Human Resources, Town of Orangeville

Email: hr@orangeville.ca

Phone: 519-941-0440 ext. 7304