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aurora.ca

Town of Aurora

## Employment Opportunity

Division of Human Resource

### Senior Student, Procurement Services

**Employment Type:** Contract, Full Time (May- August 2026)

**Location:** Aurora, Ontario

**Salary Range:** \$19.20 to \$21.82 per hour

**Vacancy Reason:** Seasonal Demand

**Closing Deadline:** April 13, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### Position Summary

As a member of the Procurement Services team, you will be involved with the public procurement process. Your responsibilities will include processing supplier registrations and supplier profile changes within the Town's ERP system (Oracle); handling contract amendment requests; assisting with daily procurement activities; coordinating and communicating with clients and suppliers; updating procurement files and documents and providing administrative support to the procurement team.

You will be required to work independently and as part of a team, and utilize various computer software, including MS Excel, Teams and Oracle.

#### Qualifications

- Must be currently enrolled in and returning to full-time studies in September of 2026 in a post-secondary program preferably in Procurement, Commerce, Finance, Business Administration, Economics, Supply Chain Management or a related field.
- Preference will be given to candidates with procurement or accounting experience in the Public Sector.
- Must be proficient in MS Office applications, with strong data entry accuracy and

attention to detail.

- Excellent customer service skills, with the ability to interact courteously and effectively with staff at all levels and members of the public.
- Strong time management and organizational abilities, including the ability to assess priorities, work independently and meet required deadlines in an environment with conflicting demands and shifting priorities.
- Strong problem solving skills, with the ability to troubleshoot technical procedural and administrative issues as they arise.
- Be able to maintain confidentiality and exercise good judgement/discretion in dealing with confidential information and responding to inquiries.
- Must have a reliable vehicle and possess a Class "G" license in good standing.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicant's own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

#### Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.

