



## **Procurement and Insurance Agent**

Permanent Full-Time

J0226-0994

### **Why work with us?**

Our growing community, identified as one of the fastest growing municipalities by Statistics Canada, located about an hour north of Toronto, offers beautiful rural and urban landscapes and diverse opportunities to work in a technologically progressive, public environment.

### **What we promise:**

- flexible work environment, including ability to work from home up to two (2) days per week
- employer paid health and dental benefit packages
- competitive salaries
- OMERS pension plan
- free gym membership at Town recreation centres
- professional development opportunities

Build collaborative and supportive relationships with stakeholders. Strategize solutions for procurement projects and insurance risks. Educate and assist stakeholders in understanding branch policies, procedures, and systems. Advise on low-value acquisitions and administer high-value bids and centralized commodities. Facilitate the disposal of surplus assets, maximizing value recovery and minimizing environmental impact. Evaluate corporate insurance needs and procure coverage. Develop and implement risk management strategies. Administer claims and provide support to internal staff on risk management practices.

### **How you contribute to our organization:**

- Provide expertise and guidance on procurement, insurance and asset disposal policies, procedures, and software systems. Offer education, support, and advice to affected staff.
- Monitor industry trends, benchmarks, applicable legislation (e.g., Municipal Act, Construction Act, Discriminatory Business Practices Act, Comprehensive Economic and Trade Agreement), and common law updates. Assist in revising internal policies, procedures, templates, and work practices as needed.
- Analyze spend and monitor market trends and developments that pertain to the work of the internal clients, investigating, identifying and implementing opportunities to increase value to the town through strategic sourcing, including cooperative purchasing, and innovative approaches to purchasing.
- Lead and facilitate high-value, complex procurements from initiation and design to supplier selection and award. Ensure client inputs to centralized procurements are clear and deliver good value. Oversee the centralized procurement of designated commodities as determined by the Senior Management Team.
- Analyze incidents, near misses, operations, contracts, and other relevant data to recommend loss control and risk management strategies.
- Recommend coverage levels, deductibles, and premiums to the Manager prior to each insurance renewal. Ensure proper asset protection and minimized liability exposure.

### **What you bring to the team:**

- A diploma in Business Administration, Legal Administration or equivalent education required.
- Completion of, or working towards a professional procurement certification, such as:
  - Certified Public Procurement Buyer (CPPB)
  - Certified Public Procurement Officer (CPPO)
  - Supply Chain Management Professional (SCMP)
  - Certified Supply Chain Leader (CSCL)
- Education in a related area such as supply chain, business economics would be beneficial.
- Chartered Insurance Professional (CIP) or Canadian Risk Management (CRM) designation would be an asset.
- 4 to 5 years' recent experience in a purchasing environment, in a role responsible for analytics and leading complex, high-value procurement opportunities, including large construction projects.
- Municipal experience would be an asset. Other public sector experience would be beneficial.

- Proficiency in Microsoft Office and information systems, such as financial systems, public bidding systems, and risk management would be beneficial.
- An advanced knowledge of public procurement, municipal insurance, and the common law legal system.
- Strong analytical and research skills.
- Excellent interpersonal skills required to deal with the public, suppliers, and other Town departments in a customer service capacity.

**Salary:** \$78,569.73 - \$99,756.21, plus employer paid benefits and OMERS pension plan

**Hours:** 35 hours per week, 8:30 a.m. – 4:30 p.m., Monday to Friday

**Location:** Town Hall, 24 Tupper Street West, Alliston

**Start Date:** April 13, 2026

**To apply, please submit a cover letter, resume and copies of the required credentials (proof of education, procurement certification, etc) on our [website](#) by **March 16<sup>th</sup>**.**

**<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56628&page=jobdetails&jobid=J0226-0994&BRID=EX346101&SBDID=20651&LANG=1>**

We thank you for your interest; however, only those selected for an interview will be contacted.

Information collected will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information & Protection of Privacy Act.

The Town of New Tecumseth is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an interview, please advise Human Resources if you require accommodation.