



## THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

### **PURCHASING AND RISK ANALYST** **PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)**

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Under the direction of the Manager of Purchasing and Risk Management, this position supports the Township's purchasing and risk management programs by administering procurement activities and coordinating insurance and liability claims. The Purchasing & Risk Analyst ensures compliance with applicable purchasing by-laws, policies, and legislation, while supporting operational efficiency, fiscal responsibility, and public trust across all Township departments. Through research, analysis, reporting, and collaboration with internal and external stakeholders, this role contributes to protecting Township assets, reducing liability exposure, supporting informed decision-making, and promoting regulatory compliance.

#### **Main Duties and Responsibilities**

##### **Purchasing**

- Provide professional procurement advisory, analytical, and transactional support to all Township departments, ensuring compliance with the Purchasing By-law, Purchasing Procedures, applicable legislation (including the Municipal Act, Canada Free Trade Agreement, and Canada–European Union Comprehensive Economic and Trade Agreement), and ethical purchasing practices.
- Coordinate and support open, fair, transparent, and defensible procurement processes across the organization, ensuring consistency, equity, and compliance in all purchasing activities.
- Source, establish, maintain, and periodically review qualified vendors, including vendors of record and prequalified vendor lists, to support operational efficiency and value for money.
- Prepare, review, issue, and administer procurement documents including quotations, tenders, requests for proposals, and related purchasing documentation, ensuring accuracy, completeness, and adherence to approved authorities and thresholds.
- Prepare, review, and process purchase orders in a timely and accurate manner, ensuring alignment with approved budgets, contractual terms, and purchasing controls.
- Coordinate contract administration activities, including monitoring contract terms, tracking renewals, extensions, and option years, and supporting departments to ensure continuity of services and contractual compliance.
- Analyze procurement data, pricing trends, and vendor performance to identify opportunities for cost savings, service improvements, innovation, and process efficiencies.
- Support the monitoring and evaluation of vendor performance to assess service delivery, contract compliance, risk exposure, and overall value.
- Assist with the development, tracking, analysis, and maintenance of procurement-related budget, cost, and forecasting information to support departmental planning, financial oversight, and informed decision-making.
- Support continuous improvement of procurement practices by researching best practices, legislative changes, and emerging procurement trends, and recommending enhancements to policies, procedures, and tools.
- Coordinate procurement-related information for the Township website and electronic bidding platforms to ensure accurate, current, and transparent public-facing information.
- Provide administrative, compliance, and monitoring support for the Township's Purchasing Card Program, including policy adherence, reporting, and issue resolution.

##### **Risk, Insurance & Claims Administration**

- Support the administration and continuous improvement of the Township's risk management, insurance, and claims programs.
- Assist in the development, maintenance, and review of risk, insurance, and loss prevention procedures, documentation, and internal controls.
- Provide research, analysis, and recommendations related to risk mitigation, claims trends, insurance coverage, and exposure management.

- Respond to reported incidents and support claims administration activities, including intake, investigation support, tracking, reporting, and resolution coordination.
- Analyze claims, incident, and insurance data to support reporting, forecasting, trend analysis, and informed risk mitigation strategies.
- Liaise with insurers, legal counsel, claimants, third parties, and internal departments to support timely and effective claims and insurance administration.
- Review contracts, projects, programs, and special events to assess insurance requirements, coverage adequacy, and compliance with Township standards.
- Assist with insurance program administration, including renewals, policy changes, premiums, certificates of insurance, and maintenance of insurable value schedules.
- Maintain accurate databases, records, and documentation related to risk management activities, claims, and insurance programs.
- Support continuous improvement of risk, insurance, and claims processes, data quality, and reporting practices.

## Other

- Respond to all inquiries with professionalism and diplomacy.
- Attend meetings and prepare reports, briefings, and documentation, as required.
- Develop and maintain effective working relationships and communications with area municipalities, the province, and shared service partners to gather information, track trending data, and resolve issues and complaints.
- Develop and deliver training materials, presentations, and educational outreach related to risk management and insurance.
- Participate in internal and external working groups and committees to support continuous improvement and best practices.
- Assist with the research and implementation of best practices, project administration, and continuous process improvements.
- Prepare and maintain reports, including statistical measures and data presented in charts, graphs, and tables.
- Perform other related duties as assigned.

## Minimum Qualifications and Requirements

- Post-secondary degree or diploma in Supply Chain Management, Business Administration, Legal Administration, or related discipline.
- Minimum of three (3) years of experience in Municipal purchasing, procurement, risk management, or related background.
- Familiarity with public procurement practices, municipal insurance, and common-law legal system.
- Highly organized with a proven ability to manage multiple priorities while maintaining exceptional attention to detail and accuracy.
- Excellent computer skills, including proficiency with Microsoft Office suite.
- Strong communication and customer service skills with proven ability to communicate effectively with various internal and external stakeholders.
- Demonstrates initiative with the ability to execute projects under guidance, while working effectively both independently and as part of a collaborative team.
- Exercises a high degree of tact and diplomacy, with the ability to maintain a high level of confidentiality.
- Must possess a valid Class 'G' Driver's License and access to a reliable vehicle.

**Work Location:** 1 MacDonald Square, Elora | 205 Queen Street East, Fergus.

**Annual Salary:** \$74,098 - \$83,350 (2026 salary range)

**How to Apply:** Interested applicants are requested to submit a **single document** that includes their resume and cover letter in MS Word or PDF format by email to [careers@centrewellington.ca](mailto:careers@centrewellington.ca) by **May 13, 2026, at 11:59 p.m.** Please quote job posting '2026-14' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.  
**No phone calls please.**

*Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at [hr@centrewellington.ca](mailto:hr@centrewellington.ca)*

*The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).*