



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1013-001

CALL NO. 26-4655

Job Designation:	Supervisor, Procurement
Department:	Finance Operations
Job Details:	Permanent, Full-Time (Non-Union)
Salary Range:	\$105,893 - \$127,123
Pay Grade:	206
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on July 12, 2026 .
Posting Status:	Open to all current Town of Oakville employees and external applicants

This job posting is for an existing vacancy and therefore will be filled accordingly.

We offer:

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Manager, Purchasing & Risk Management, the Supervisor, Procurement is responsible for the day-to-day coordination and supervision of centralized procurement operations for the Town. This position ensures the effective, compliant, and timely acquisition of goods and services in accordance with Town procurement bylaw, policies, trade agreements, and applicable legislation.

What can I expect to do in this role?

- Coordinate and oversee the procurement of goods and services for all departments, ensuring compliance with procurement by-laws, policies, trade agreements, and applicable legislation.
- Oversee formal competitive procurement processes (RFQs, RFTs, RFPs), ensuring fairness, transparency, and proper documentation.
- Supervise daily procurement operations, including requisitions, purchase orders, and contract administration and renewals to ensure adherence to approved terms, conditions, and service requirements.
- Act as the escalation point for complex, sensitive, or high-risk procurement issues, including vendor disputes and non-compliance matters.
- Provide expert guidance to internal departments on procurement strategies, processes, timelines, and requirements.
- Supervise, coach, and support procurement staff, including assigning work, monitoring performance, and fostering a collaborative, service-oriented team environment, ensuring alignment with departmental goals and service standards.
- Lead recruitment, onboarding, performance management, and disciplinary processes in accordance with corporate policies and collective agreements.
- Ensure procurement activities comply with internal controls, legislation, and trade agreements through ongoing monitoring and review.
- Support audits by providing accurate procurement documentation and ensuring adherence to established processes and policies.
- Assist in developing and monitoring the Purchasing Department budget, tracking expenditures, and identifying variances or risks.
- Prepare procurement reports, analyses, and correspondence to support decision-making by senior leadership.
- Contribute to the development, implementation, and continuous improvement of procurement policies, procedures, tools, and training materials.
- Identify opportunities for operational efficiencies and enhanced service delivery within procurement processes.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

- Participate in organizational committees and support corporate initiatives, including Occupational Health and Safety (OHS) requirements.
- Perform other related duties as assigned.

How do I qualify?

- Minimum three-year post-secondary diploma or degree in Business Administration, Supply Chain Management, or a related field. An equivalent combination of education and/or experience may be considered.
- Professional procurement certification (e.g., SCMP, OPBA, CPPO/CPPB) is preferred.
- Minimum of five (5) years of progressive experience in public sector procurement, preferably within a municipal environment.
- Proven ability to provide day-to-day supervision, guidance, and operational oversight to staff.
- Demonstrated experience in a formal supervisory capacity, including leadership and staff development responsibilities.
- Demonstrated working knowledge of public sector procurement principles, including competitive bidding processes and contract administration.
- Sound knowledge of municipal procurement by-laws, applicable trade agreements, and ethical procurement standard.
- Strong interpersonal, analytical, and communication skills, with the ability to collaborate effectively across departments.
- Proven ability to exercise sound judgment, prioritize tasks, and manage multiple competing priorities in a fast-paced environment.

Core Knowledge Required for Success

In addition, your experience demonstrates the following **Supervisor leadership competencies**:

- **Strategic Thinking** – innovating through analysis and ideas
- **Engagement** – mobilizing people, organizations, partners
- **Management excellence** – delivering results through action management, people management and financial and asset management
- **Accountability and Respect** – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Supervisor level.

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: [June 26, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

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Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.