



Facilities and Procurement Clerk - Job ID #2720

Job Title	Facilities and Procurement Clerk	Status / Job Type	Permanent Full Time
Commission	CAO & Mayor's Office	Department	Corp. Facilities & Procurement
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay	\$32.96 to \$35.06	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Sep 17, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Sep 24, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

The Facilities and Procurement Clerk, reporting to the Director of Facilities and Procurement, provides comprehensive administrative, financial, and operational support to the Facilities and Procurement Services Department. The position supports departmental leadership through the preparation of correspondence and communications, reports, meeting agendas and minutes, service tracking, research, and performance monitoring using a variety of business systems and Microsoft 365 applications.

The Clerk maintains and manages departmental records ensuring documents are accurately created, organized, updated, and achieved. The position supports departmental communications by responding to public and internal inquiries, coordinating meeting schedules, maintaining contact and contract databases, and acting as a liaison with suppliers, contractors, and internal stakeholders.

Financial responsibilities include processing invoices, monitoring accounts payable transactions, reconciling purchasing card expenditures, maintaining budget tracking spreadsheets, preparing financial reports, and supporting departmental budgeting activities.

Additional responsibilities include assisting with expense reimbursements and corporate purchasing activities, sourcing and ordering goods and services to facilitate operations, maintaining asset and inventory records, asset disposal, and

providing administrative coverage and support across the department as required.

The position also supports the maintenance and accuracy of departmental website and content, contributes to process improvement initiatives, and assists with special projects related to facilities operations and procurement services. The Clerk performs other related duties as assigned.

Duties and Responsibilities

Major activities include, but are not limited to the following:

- Provide administrative support to the Director of Facilities and Procurement and departmental staff using Microsoft Office programs including prepare correspondence, reports, meeting agendas, minutes, and other departmental communications.
- Track service requests, order supplies, and manage work orders.
- Maintain and manage departmental records, databases, and document management systems to ensure information is accurate, current, and accessible.
- Respond to inquiries from staff, suppliers, contractors, and the public, providing information and directing requests as appropriate.
- Process invoices, reconcile purchasing card transactions, and support accounts payable activities in accordance with corporate procedures.
- Maintain budget tracking records and assist with financial reporting, budget monitoring, and expense reimbursement processes. Process journal entries.
- Update and maintain departmental website and digital content, ensuring information remains accurate and current.
- Participate in process improvement initiatives, special projects, and other related duties that support Facilities and Procurement operations.
- Other duties as assigned.

Qualifications

- Post-secondary education in Office Administration or an equivalent.
- More than one (1) year of experience in an administrative role.
- Working knowledge of accounting principles and accounts payable processes is required.
- Strong proficiency in Microsoft 365 applications, including Excel, Word, and Outlook, as well as JD Edwards (JDE). Cartegraph and GovDeals is considered an asset.
- Demonstrates strong teamwork, customer service, time-management, and communication skills, with a high degree of accuracy and attention to detail.
- Must maintain and protect full confidentiality and client privacy.
- Must possess a valid Class-G driver's license.

Posting Restrictions

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process.