

Procurement Officer



This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of *Procurement Officer*!

We're looking for a dynamic individual ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicants, our organization and our community.

Reporting to the In-House Solicitor, the Procurement Officer is the primary point of contact for all procurement services, supporting and improving the procurement process, ensuring compliance with municipal policies and procedures, Provincial legislation and Trade Agreements. The Procurement Officer supports all municipal departments with contract management, and assist with the procurement process, including preparation and/or review of procurement documents.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Ensure operational needs are met through the procurement of goods, services, construction, and facilities in a fair, open, transparent, and consistent manner.
- Coordinate purchasing within the terms of the Procurement Policy.
- Respond to vendor inquiries and resolve vendor discrepancies and/or disputes.
- Support Municipal Departments throughout procurement process.
- Manage Municipal Standing Offers and assist Municipal Departments with the use of these standing offers.
- Manage the Municipal account on the Province's procurement portal.
- Develop and maintain procurement guidelines including contract and risk management guidelines.
- Perform value for money analysis on prior procurement activity and identify areas for improvement.
- Make recommendations on procurement controls and Standard Operating Procedures.

Candidate Profile

Education and Experience

- Post-secondary degree in Commerce or Business Administration or equivalent knowledge and experience.
- A recognized public procurement designation or an equivalent procurement credential or training will be considered an asset.
- Candidates who do not hold such a designation or have equivalent training will be considered provided they demonstrate a commitment to obtain training in public procurement.
- Minimum 2 years of public procurement and contract management experience is preferred.
- Experience in a municipal government setting would be considered an asset.

Knowledge, Skills, Abilities

- Superior organizational, analytical, research, problem solving and decision-making skills.
- Ability to interpret various acts and regulations.
- Scheduling and task management.
- Ability to work well in a team environment.
- Effective communication skills.
- Strong proficiency within a Windows environment with advanced skills in Excel.
- Motivated and enthusiastic team contributor.

Compensation & Benefits

This is a full-time unionized position that is governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan, including a pension plan (8% employer & 8% employee match)! Salary will be Level 8 (\$70,779.80 - \$84,429.80) of the Municipal Pay Band. Hours of work will be Monday to Friday 8:30am to 4:30pm (35 hours per week). Some evening hours will be required.

How to apply

Please visit our website www.countyofkings.ca/services/employment and submit your resume and cover letter through ADP Workforce Now Career Centre. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Submit your application by **4:30pm Tuesday November 10, 2026**.

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following: Reference/Employment Verification, Criminal Background, Vulnerable Sector and Education.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.