

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

The City provides a competitive compensation and benefits package with a focus on workplace wellness. Explore our career opportunities and see how you can make a difference.

Coordinator, Central Stores & Support Services

The incumbent is responsible for maintaining inventory and providing support services for Public Works including Roads, Property, Parks and Fleet Services. The incumbent prepares purchase orders and requisitions, analyzes price quotations and specifications, and evaluates product quality, suitability and availability, in conformance with the City's Purchasing Policy and authorization limits. The incumbent is responsible for maintaining control and security for central stores, establishing and maintaining adequate stock levels and ensuring an adequate fuel supply for City vehicles.

Successful applicants will possess the following:

- Successful completion of secondary school with additional post secondary courses in purchasing or materials management.
- Completion of the Certificate of Purchasing from OPBA (Ontario Public Buyers Association) or Supply Chain Management Association of Canada an asset.
- Two years recent experience in purchasing and inventory control, including the administration of a central stores operation.
- Demonstrable knowledge and understanding of the principles and practices of centralized purchasing and purchasing code of ethics.
- Demonstrable ability to effectively evaluate contract compliance and product/service quality.
- Demonstrable knowledge of administrative procedures, inventory management software programs, accounting protocols and purchasing policy and procedures.
- Demonstrable ability to effectively evaluate purchasing criteria and make appropriate recommendations.
- Demonstrated ability to work collaboratively with internal and external customers.
- Demonstrable knowledge of MS office software products with the following skill levels required;
 - MS-Word – Intermediate
 - MS-Excel – Intermediate
 - MS Outlook – Intermediate
- Well developed interpersonal, organizational, customer service and communication skills.
- Ability to communicate clearly and concisely in the English language, both orally and in writing, to interpret and apply the City's purchasing policy and procedures.
- Ability to meet objectives and establish deadlines under own initiative and with minimum supervision. Must be able to work both independently and as a team member.
- Ability to establish and maintain effective working internal and external business relationships.
- Ability to prepare written reports and business correspondence.
- A high level of accuracy and the ability to understand and execute oral and written instructions.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must possess a valid Class "G" Ontario Drivers licence and provide consent to conduct regular Drivers Abstracts from the Ministry of Transportation. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and an annual salary ranging from \$32.34/hr. to \$35.93/hr. (based on a 35 hour work week).

Qualified candidates may submit a detailed resume or online application form by **Wednesday, April 25, 2018** to:

Recruitment Specialist
Human Resources Division
One The Esplanade
Pickering, ON L1V 6K7

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

An Equal Opportunity Employer