

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.

Manager, Procurement

The incumbent is responsible for providing leadership in supply chain management, and development, coordination, administration, and strategic direction of progressive purchasing in a centralized purchasing function in accordance with generally accepted purchasing principles and standards and pursuant to approved policies and procedures. The incumbent is expected to exercise considerable discretion in carrying out responsibilities independently with a thorough understanding of public sector purchasing policies, procedures and customer service perspective (internal & external).

Successful applicants will possess the following:

- Four year university degree in business administration and/or commerce.
- A professional designation such as CSCMP or CPPO/CPPB.
- Seven years' progressively more responsible related work experience in a mid to large size multi-departmental organization, to include at least two years in a supervisory capacity. Municipal experience is preferred.
- Hands-on, working knowledge and experience with ERP systems. SAP experience strongly preferred.
- Advanced level of proficiency in modern purchasing principles and practices and the regulations and procedures which govern municipal purchasing including provincial and federal legislation.
- Solid, proven project management skills with a demonstrated ability to recognize procurement opportunities that will substantially reduce overall purchased goods and services cost.
- Strong working knowledge of contract and procurement law and above average negotiating skills.
- Demonstrable knowledge of modern accounting principles, methods and procedures.
- Advanced proficiency with ERP systems; SAP preferred.
- Ability to adapt to change quickly and to manage multiple priorities.
- A solution based thinker with above average analytical and problem solving skills.
- Ability to act with integrity and maintain confidentiality when dealing with sensitive information.
- Excellent interpersonal and communication skills and the ability to present information accordingly.
- A strong customer service orientation to provide problem solving and consultation services to all levels of management.
- Meticulous attention to detail and accuracy.
- Proficiency in developing solicitation documents – requests for proposals, formal quotations, tenders - analyzing and negotiating contracts with suppliers.

- Ability to establish and maintain effective business relationships with staff at all levels and be able to work independently, as a team leader and as a team member.
- Proficient in the use of standard MS Office software (Word and Excel) is required.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must possess a valid Class “G” Ontario Driver’s Licence and provide consent for a Driver’s Abstract. A clean driving record is preferred.

Compensation includes a comprehensive benefits package, pension plan and an annual salary range of \$119,810.60 - \$132,787.20 (2020 rate) based on a 35 hour work week.

Qualified candidates may submit a detailed resume or online application form by **Friday, January 21, 2022** to:

Recruitment Specialist
Human Resources Department
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. An equal opportunity employer, all employees are governed by the City’s Mandatory Vaccination Procedure. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

An Equal Opportunity Employer