

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Procurement Contract Coordinator

Department:	Finance
Classification:	1 Full-time, Permanent
Affiliation:	CUPE, Local 129
Vacancy Reason:	New Position
Shift/Hours:	Monday to Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	\$40.16/hr. to \$44.62/hr.
Work Location:	City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)
Date Posted:	Tuesday, March 3, 2026
Deadline to Apply:	Friday, March 13, 2026

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Procurement Contract Coordinator.

The successful incumbent monitors all City contracts to ensure all requirements are met which includes, day to day operations of the Contract Management and Vendor Performance Module of Bids and Tender system including entering the data into the system by using the contract award information, uploading data as required, and ensuring information is up to date and accurate.

Primary Responsibilities

- Oversees Contract Management and Vendor Performance Modules on bids & tenders, ensures information is accurate, generates reports on active contracts and conducts price audits to ensure compliance to relevant contract pricing terms.
- Determines which contracts are up for renewal and works with the client department and Procurement team to determine which contracts are to be renewed or re-issuing bid document for the services and what documents are required. Secures required documents, issues renewal letters, and follows up with vendor to complete the renewal.
- Prepares contract documents for execution, including preparing the contract for works, attaching all pertinent appendices and schedules. Responsible for copying and binding of all documentation.
- Consults with Procurement, Risk Management and Legal Services staff when necessary. Forwards contracts to vendor and City departments for execution, ensuring documentation received by vendor complies with contract requirements.
- Analyzes, and distributes specialized various monthly supplier performance reports, including other regular reports such as contract expiration status.
- Collaboratively works with the client departments, procurement staff and suppliers to troubleshoot and resolve contract issues in a timely manner.
- Administers and executes contracts and purchase orders and ensures vendor compliance with established terms and conditions, processing authorized amendments and renewals, monitoring vendor performance to resolve problems which arise from the supplier and/or the client.
- Reviews and evaluates annual contract arrangements, such as standing agreements for routine supplies, on a regular basis to achieve optimum value and ensure continuity of service.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary diploma (3 year program) in Supply Chain Management, Procurement, Business Administration or a related discipline, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.

- Certified Professional Public Buyer (CPPB) or Supply Chain Management Association Canada or completion of Procurement Principles Certificate.
- Three years related experience in a Procurement environment with an understanding of procurement procedures and legal documents associated with Request for Tenders, Proposals and Quotations.
- Previous demonstrated experience in preparation of agreements and management of contractual documents.
- Experience leading and managing change initiatives.

Knowledge, Skills and Abilities

- Demonstrable ability to effectively evaluate contract compliance.
- High attention to detail and accuracy in reviewing, processing, and maintaining contract and financial data.
- Well-developed interpersonal, organizational, report writing, customer service and consultation skills.
- Ability to communicate clearly and concisely in the English language, both orally and in writing, to interpret, apply and explain City's purchasing policies and procedures.
- Ability to meet objectives and established deadlines under own initiative in an active business environment.
- Ability to establish and maintain effective business relationships with staff, vendors, and external partners.
- Experience in a computerized environment. Proficient in Microsoft Office 365 Suite, Adobe Professional. Experience in online procurement systems (ex. Bids&tenders) and SAP considered an asset
- Knowledge and understanding of the principles and practices of centralized purchasing, industry trends, current legislation, law of agency, contract law and purchasing code of ethics.
- Commitment to confidentiality and adherence to corporate purchasing policies and professional standards.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). 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 is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.

