



100 John West Way  
Aurora, Ontario  
L4G 6J1  
905-727-3123  
aurora.ca

Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Procurement Coordinator

**Permanent, Full-Time**

**\$66,533.57 to \$81,599.23 annually**

Reporting to the Manager, Procurement, the Procurement Coordinator is responsible for a variety of procurement related functions including leading lower dollar value of competitive procurements, conducting contract extension process for all open competition procurements, staff procurement training, providing support to senior members of the procurement team, and tracking the status of active procurements.

To be considered for this exciting opportunity, you possess a minimum of a College Diploma or Degree in Purchasing, Business Administration, or related discipline combined with a minimum of two (2) years of related experience preferably in a municipal/government setting. Knowledge of contract or competitive bidding law, risk management, or insurance are all considered to be assets. Additionally, you are working toward Principles of Effective Public Purchasing Certificate through the Ontario Public Buyers Association (OPBA) or Certified Professional Public Buyer (CPPB) designation through the National Institute of Governmental Purchasing (NIGP) or equivalent.

Working knowledge and demonstrated experience in general office administrative functions and public procurement/contract management principals, development of contract documents, and the public tender/evaluation/award process is required. You possess proficiency with e-Procurement systems, modern financial systems, Microsoft Office suite including Visio and Teams. You possess excellent communication, problem solving, and organizational skills and have the ability to prioritize work to meet deadlines and have demonstrated ability and experience to multi-task in a fast-paced work environment. In addition, you have the ability to deal courteously and effectively with all levels of staff, the public, government officials, agencies and organizations to build co-operative/collaborative working relationships and champion corporate programs/initiatives and values of the Town.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicant's own cost.

All Town of Aurora employees are required to disclose their vaccination status and be fully vaccinated as a condition of hire in accordance with the Town's Mandatory COVID-19 Vaccination Policy.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, Ontario, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by **May 20, 2022** quoting the job title and reference number **22-59**.

The Town of Aurora is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Division of any accommodations needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Posting date: May 11, 2022  
Job ID# 22-59