



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 Consultant

**Permanent, Full-Time**

**\$78,779.73-\$98,474.79 per year**

Reporting to the Manager, Procurement this role is responsible for providing leadership to their Client groups for the effective and efficient procurement of goods and services for the Town. The Procurement Consultant develops collaborative relationships with their Client groups to understand and strategize solutions for procurement needs including providing advice and training on all procurement processes; the management of formal bids and tenders including providing professional advice of developing the scope of work, managing the online bid process, educating and coordinating with Clients on the scoring and evaluation process and ensuring that the goods and services are procured in accordance with the Town's Procurement By-law. The Procurement Consultant also provides advice on improvements to the Town's procurement process, forms and Bylaw with the objective of improving and streamlining the process while ensuring it remains fair and competitive.

To be considered for this role you have a University degree in Business Administration or related discipline and a Certified Professional Public Buyer (CPPB) designation through the National Institute of Governmental Purchasing (NIGP) or SCMP (Supply Chain Management Professional) preferred. You have a minimum 5 years of working experience in the procurement function preferably in a municipal or public sector environment with proven knowledge of and experience with procurement principles and best practices. You have demonstrated experience in leading and working with Client groups to coordinate all aspects of the tender process, analysis of bid documents and providing procurement related recommendations for complex projects.

Solid written, visual, interpersonal and communication skills, project and time management, negotiation, analytical, conflict resolution, problem-solving and public speaking and presentation skills are required. You stay abreast of changes to best practices, trade treaties and legislation governing procurement and contracts; and ability to assess needs and risk, perform value analysis, conduct research, and analyze options. The ability to identify opportunities for continuous improvement of the procurement processes and knowledge of municipal organization, issues and political environment are required.

Posting date: September 8, 2022

Job ID: #22-99

You have demonstrated proficiency in Microsoft Office Suite: Word, Excel, PowerPoint and DocuSign and experience working and managing with a procurement software system. Additionally, you have excellent oral and written communication with a wide range of stakeholders such as all levels of staff, government, elected officials, the business and supplier community and the general public in a courteous and effective manner which reflects the professionalism of the organization. This includes having strong interpersonal skills and demonstrated negotiation skills to ensure quality goods and services are procured in accordance with all requirements. In addition, you have Class "G" Driver's licence and reliable vehicle to use on corporate business, as may be required from time to time.

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 applicants' 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 COVID19 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 **September 23, 2022** quoting the job title and reference number **22-99**.

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.