



Purchasing Analyst POSTING No. 201914

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Manager of Purchasing, the Purchasing Analyst will provide professional public procurement for all departments including preparing, issuing and receiving tenders, quotations and proposals as well as issuing purchase orders in accordance with the procedures for competitive bidding. The Purchasing Analyst will also provide guidance and training in the areas of purchasing for all Departments. This role will also ensure that all purchasing activity is legislatively compliant, conducted in a fair, transparent and ethical manner, and delivers optimum value for the dollar. As needed the Purchasing Analyst will assist the Manager of Purchasing with oversight of purchasing policies and procedures.

Accountabilities:

- Manage the competitive bid process; preparing specifications in conjunction with user departments, issuing and receiving bids, evaluating tenders, quotations and proposals and leading evaluation teams to conduct proponent interviews
- Develop contracts and approve blanket orders and purchase orders within delegated authority
- Facilitate conflict resolution and mitigation of issues after contract award including vendor performance, contract administration of renewals, WSIB, and insurance
- Review repetitive contracts to schedule and facilitate multi-year contract bids and renewals
- Provide assistance to user departments in development of annual budget, reviewing market trends and prices for commodities. Ensure compliance with statutory requirements and corporate policies and practices related to customer service and ensuring best value for the Town
- Assist the Purchasing Manager in ensuring that all purchasing policies and agreements/contracts are maintained and compliant with changing legislation and applicable regulations and adherence to treaties
- Assist the Manager of Purchasing with the purchasing card program
- Perform statistical analysis and produce reports on Town purchases and trends
- Serve as the Town representative for Halton Co-operative Purchasing Group: secure and manage collective contracts; attend meetings and interact with other municipalities/government agencies
- In conjunction with Information Services staff, manage purchasing software including testing new releases, training/ assisting users, assigning user access and implementing new modules
- Prepare reports for Council and Committees on Town purchases for approval by the Manager of Purchasing and the Commissioner
- Assist the Manager of Purchasing with any special projects and perform all other job related duties as assigned

- Provide backup printing and mailing service for all departments as required
- Serve as the Acting Manager of Purchasing as required

You possess:

- College diploma or equivalent, in business or commerce or public administration with a recognized purchasing designation of CPPB or diploma in Procurement and Supply Chain Management and a minimum of 50% completion of the Supply Chain Management Designation Program.
- Minimum of 4 years' experience in Purchasing
- Minimum of 4 years' experience in a municipal or public sector environment
- Proficient in managing all aspects of purchasing activity, including the development of purchasing policies and procedures; has an excellent understanding of the relevant legislation
- Strong commitment to external and internal customer service
- Meticulous attention to detail and accuracy
- Excellent analytical and problem-solving skills
- Able to respond to conflict effectively
- Highly organized, with an ability to multi-task and prioritize
- A clear communicator, both verbally and in writing, with an ability to translate complex purchasing concepts and legislation
- Able to work collaboratively and promote effective teamwork, while also able to work independently as required
- Demonstrated skills of tact and diplomacy and the ability to maintain a high level of confidentiality
- Strong knowledge of Microsoft Office Suite, including familiarity with Microsoft Great Plains

Compensation: The salary for this position (35 hours per week) is \$77,926 - \$92,769 per annum.

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., April 23, 2019. Please quote Posting No. 201914 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca
(preferred)

Mail: Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201914

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2