



The Corporation of the City of Thunder Bay
has a rewarding opportunity for a full-time
Senior Buyer!

Apply on-line at www.thunderbay.ca/jobs

Work Location: ***Work from home - Thunder Bay***

Thunder Bay is the largest community on Lake Superior. With a census metropolitan area population of 123,258 (Census 2021), it is the most populous municipality in Northwestern Ontario. Deeply rooted with European and Indigenous cultures, Thunder Bay is the sixth most culturally diverse community of its size in North America. The community values a high quality of life and promotes a clean, green, beautiful and healthy community that provides economic opportunity, respects diversity and provides affordable and safe neighborhoods that are accessible to all.

Thunder Bay is a vibrant community and is the region's commercial, administrative, and medical hub. From trees to transportation to the new frontier for research, health and life sciences, the community stands for hard work and innovation. The City by the Bay is home to 38 elementary schools, three middle schools, eight secondary schools, two private schools, an adult education facility, a post-secondary college and a university institution that provides a medical school and a law school.

As a four-season outdoor paradise Thunder Bay is the sunniest city in eastern Canada with an average of 2121 hours of bright sunshine each year. It is also one of the most dynamic "Cultural Capitals of Canada". Residents and visitors of Thunder Bay enjoy the harmony of a city rich in wide-open green spaces, parks and wilderness - and a major centre for visual and performing arts, and culture.

If you truly enjoy the advantages of work life balance that a smaller city provides in a large organizational setting, then come join us!

If you already live here, we can't wait for you to join our team!

The Opportunity

Reporting to the Supervisor – Supply Management, you will be responsible for leading the procurement of those commodities assigned in accordance with the City of Thunder Bay Procurement" By-law 113-2011 and provide technical guidance and support on matters related to the processes.

Some of the accountabilities for this role are:

- Prepares and summarizes competitive bids and drafts Purchase Orders in accordance with policies as defined by the Manager – Supply Management.
- Maintains an awareness of price structures, Trade Agreements, relevant Legislation, Sales Tax, and other Tax applications.
- Prepares, issues, and facilitates all steps within a procurement process (i.e. all RFX, EOI, Single/Sole Source), from scope review, to development, through contract award/execution.
- Authorizes and participates in emergency purchases of material, equipment, and services within established guidelines.
- Identifies and reports on opportunities to consolidate spend and competitively procure goods/services.

Ideal Candidate

The ideal candidate will have:

- Minimum secondary school graduation or equivalent combination of education, training, and experience; and
- Supply Chain Management Association's (SCMA) Certificate in Supply Management, or Ontario Public Buyers Association's (OPBA) Public Purchasing Certificate; together with;
- Three (3) years' experience in the purchasing field and related purchasing procedures with a broad knowledge of industrial commodities is required.

Why Work for the City of Thunder Bay (CTB)?

When you work for the City of Thunder Bay, you are part of our team, and here you can:

- Experience your importance,
- Unleash your potential,



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- Know your work matters,
- Embrace diversity,
- Make a difference,
- Join a dedicated team, and
- Build community.

Learn more about the top reasons to work at the CTB:
<https://www.thunderbay.ca/en/city-hall/jobs.aspx>

Great Tangible Benefits

As an employee with the Corporation you will be in receipt of the following amazing benefits:

- Work from Home opportunities.
- Great competitive salary and fantastic matching pension plan
- Great paid vacation and holidays
- Strong health benefits coverage – employer paid health, vision, & dental benefits
- Excellent life insurance & accidental death & dismemberment insurance (2 times your annual salary)
- Fantastic employee family assistance program (EFAP)
- Great employee wellness program
- Supportive career progression opportunities
- Great corporate training & leadership development
- Great tuition reimbursement program (continuous learning)
- Voluntary leave purchase plan (optional - purchase 5 additional leave days)

How to Apply

We can't wait for you to join us and be a part of our team!

For a detailed job description, including job responsibilities and to apply please visit: www.thunderbay.ca/jobs

Beautiful Thunder Bay

Learn why Thunder Bay is such great place to live and work:
<https://gotothunderbay.ca/why-thunder-bay/>



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