

Logistics Coordinator

Position Status:	Permanent
Posting Status:	Open
Location:	51 Rolark Drive, Toronto, Ontario M1R 3B1 (Ellesmere and Birchmount)
Salary Band:	\$67,149 to \$93,880 per year
Hours of Work:	36.25 per week
Posting Date:	June 10, 2024
Closing Date:	June 24, 2024

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Finance, Logistics & Procurement division of Elections Ontario is seeking a professional that will establish and implement a logistics program to ensure the successful delivery of the 2026 election event.

What to expect in this role

Reporting to the Manager, Facilities & Logistics, you will:

- Coordinate logistics tasks to achieve efficiency and effectiveness to support the execution of all electoral and referenda events.
- Coordinate inter-disciplinary teams comprised of EO staff, vendors and service providers to ensure timelines and deliverables are met.
- Establish project plans and critical paths, determine project priorities, and monitor/control the progress of multiple current projects to ensure completion within established deadlines.
- Conduct research and analysis activities to lead/support the development, improvement and implementation of logistics and materials management processes and procedures and make recommendations to advance continuous improvement initiatives to improve efficiencies/effectiveness.
- Develop and deliver logistics/materials management processes and procedures to field staff (Returning Office staff), to direct/guide them in the effective

storage, maintenance, and disposition of voting equipment, supplies and services during and after an electoral event.

- Provide technical assistance to management related to the selection of contractors/suppliers/products.
- Monitor and enforce statutory guidelines in relation to the custody, secure storage and disposition of used and unused election supplies.

What you need to qualify

- Demonstrated knowledge of logistics theories and best practices.
- Strong attention to detail, analytical and problem-solving capabilities.
- Superior verbal, written communication and active listening skills.
- Excellent interpersonal, negotiating, planning, and organizational skills.
- Proficiency with the Microsoft Office suite of applications and Microsoft Dynamics.
- Experience working collaboratively with individuals and groups from a wide variety of backgrounds and organization levels.
- Experience working in a large, complex organization entailing an ability to operate independently and under pressure.
- Ability to manage multiple concurrent tasks and responsibilities, and to deal with changing priorities.
- Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 3 to 5 days per week, based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2024-80 in the subject line, to hr@elections.on.ca no later than **June 24, 2024**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.



Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.