

Strategic Sourcing Advisor

Position Status:	Permanent
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (Don Mills and Eglinton)
Starting Salary:	\$78,673 per year
Hours of Work:	36.25 per week
Posting Date:	June 10, 2024
Closing Date:	June 24, 2024, at 4:00 p.m.

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, Procurement & Logistics division of Elections Ontario is seeking a Strategic Sourcing Advisor to ensure compliance with our procurement policy and deliver exceptional value for money within our North York location.

If you are an experienced, collaborative procurement professional who wants to work for an organization that offers career growth opportunities and a competitive rewards program, then consider this exciting and challenging opportunity.

What to expect in this role

Reporting to the Manager, Procurement you will:

- Plan, develop and deliver comprehensive sourcing strategies and define new and enhance existing sourcing initiatives to achieve efficiency and effectiveness and foster/create continuous improvement for the strategic sourcing program within Elections Ontario.
- Lead research activities and maintain up-to-date knowledge of supply and demand management strategies for goods and services.
- Identify sourcing initiatives which achieve optimal value for money using public procurement processes that are fair, open, and transparent.

Elections Ontario

- Lead cross functional project teams through all phases of the strategic sourcing process and manage the end-to-end procurement process for high-visibility, high-risk and high-spend sourcing initiatives.
- Identify business requirements, define deliverables, evaluation methodologies, pricing models, risk and mitigation strategies, supplier key performance indicators, determine most appropriate methods of procurement.
- Drive the introduction of procurement technologies throughout the source-to-contract and procure-to-pay lifecycles.
- Have a unique opportunity to work closely with a variety of different business functions which support Ontario's provincial elections and electoral processes.

What you need to qualify

- Demonstrated knowledge of professional purchasing, procurement, supply chain management methodologies, theories, and best practices.
- 4-5 years of progressive sourcing and procurement-related work experience.
- Completion of, or advanced enrollment in, a recognized professional procurement/supply chain management/purchasing designation.
- Demonstrated expertise in key sourcing and procurement areas such as:
 - RFX development
 - Procurement technologies: source-to-contract, procure-to-pay and automated workflow
 - Sourcing strategy development
 - Supplier negotiations
 - Contract development and management
 - Supplier performance and risk management
- Strong commitment to compliance with procurement policies, operational guidelines and business processes governing public procurement in Ontario.
- Sourcing and procurement-related work experience in the public sector.
- Strong analytical and problem-solving capabilities.
- Superior verbal and written communication skills.
- Excellent interpersonal and negotiating skills involving commercial, external and internal stakeholders.
- Strong planning, project management and organizational skills in a fast-paced and fluid environment.
- Proven ability to deliver on project management accountabilities in a cross-functional environment and to work effectively in teams.
- Excellent computer skills and an aptitude for technology.
- Strong attention to details.



- Proficiency with the Microsoft Office suite and Microsoft Dynamics GP.
- Experience working collaboratively with individuals and groups from a wide variety of backgrounds and organization levels, to incorporate their ideas, adapt to their needs, and to form consensus in appropriate situations.
- Experience working in large, complex organizations including the ability to operate independently and under pressure to manage multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness.
- Experience in building strategic working relationships.
- Demonstrated ability to think and act strategically.
- Experience in developing and leading training and presentations.
- 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 to the hyperlink [Strategic Sourcing Advisor EO-2024-84](#) no later than **June 24, 2024 at 4:00 p.m.** 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.