

Procurement Coordinator

Position Status:	Temporary Assignment to August 28, 2026
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, Ontario M3C 2H4 (Don Mills and Eglinton) with occasional travel to 51 Rolark Drive, Toronto, ON M1R 3B1 (Ellesmere and Birchmount)
Starting Salary:	\$71,563 per year
Hours of Work:	36.25 per week
Posting Date:	June 26, 2024
Closing Date:	July 10, 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, Procurement and Logistics division of Elections Ontario is seeking an experienced, collaborative professional, to work as a Procurement Coordinator. We are 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, Procurement, you will:

- Coordinate procurement & logistics tasks to achieve efficiency and effectiveness to support the execution of all electoral and referenda events.
- Coordinates inter-disciplinary teams comprised of EO staff, vendors and service providers to ensure timelines and deliverables are met.
- Conducts research and analysis of product supply options and prospective suppliers/contractors.
- Prepares reports of comparative pricing information.
- Provides technical assistance to management related to the selection of contractors/suppliers/products.

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- Recommends suppliers based on price, quality and availability of product/service.
- Monitors and enforces statutory guidelines in relation to the custody, secure storage and disposition of used and unused election supplies.
- Provides support and advice to client groups throughout the procurement process.
- Acts as the primary contact with suppliers to obtain quotes, arrange and negotiate deliveries, and investigate, resolve product/service delivery problems.
- Establishes procurement project plans and critical paths, determines project priorities, monitor and control the progress of multiple current projects to ensure the completion within established deadlines.
- Monitors vendors, budgets and timelines to ensure successful delivery of projects.

What you need to qualify

- 3-4 years demonstrated work experience in procurement and logistics.
- Demonstrated knowledge and experience of procurement and methodologies, 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 365.
- 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 quote the File #**EO-2024-82** in your cover letter and resume and apply using the hyperlink, [Procurement Coordinator](#), no later than **July 10, 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.