



DURHAM REGIONAL POLICE SERVICE

Job Posting

Specialist - Procurement (FT)

Job ID: 22901

Open: Nov 25, 2025

Close: Dec 07, 2025

Branch and Unit

Administrative Support / Business Services / Procurement and Materials Management

Employment Type

This is a full-time, regular position. (On-site)

Vacancies

Vacancies: 2

Tentative start date: February 2026

Civilian Posting

Reporting to the Purchasing Manager, this role involves collaborating with internal departments to identify procurement needs, supporting strategic sourcing initiatives, and recommending products or services aligned with industry trends. In addition, the Procurement Specialist plays a critical role in analyzing market conditions, vendor performance, and spend data to identify cost-saving opportunities and improve efficiency. Ensuring contract compliance through timely renewals, pricing negotiations, and vendor performance management, while also mediating disputes between departments and vendors.

DUTIES & RESPONSIBILITIES

- Analyze spending patterns and implement cost-saving strategies without compromising quality.
- Identify, assess, and onboard vendors based on quality, cost, reliability, and compliance.
- Negotiate pricing, delivery terms, and service agreements with vendors, in alignment with organizational procurement policies.
- Identify potential supply chain risks and develop contingency plans to mitigate disruptions.
- Stay informed about market trends, pricing fluctuations, and emerging vendors.
- Ensure procurement activities align with internal policies and regulatory requirements, maintaining accurate records.
- Build and maintain strong relationships with vendors to ensure long-term collaboration and performance.
- Work closely with finance and internal departments to align procurement with organizational needs.
- Create, process, and track purchase orders to ensure timely and accurate procurement.
- Support internal departments to monitor stock levels (equipment, supplies), to ensure appropriate inventory levels and to avoid losses due to product expiry or obsolescence.
- Identify and lead continuous improvement initiatives to deliver customer service excellence, enhance procurement efficiency, and achieve optimal cost-effectiveness.
- Other duties, projects, as assigned (individual or group responsibilities).

QUALIFICATIONS & SKILLS

- Completion of a 3-year university degree in business administration, supply chain management or a related field; or an equivalent combination of education and work experience.
- Minimum 5 years' progressive experience in procurement or supply chain positions in the public sector or broader public sector. Including 1-2 years of direct experience conducting competitive bidding processes in accordance with applicable legislation & procurement by-laws.
- Proficiency with Microsoft Office including Teams, Outlook, Word and intermediate level with Excel.
- Proven ability to interact diplomatically, tactfully and confidentially with individuals at all levels of the organization as well as with external agencies and industry partners.
- Ability to influence and secure cooperation with multiple persons/groups in challenging situations.
- Well-developed time management, prioritization, multi-tasking and organizational skills.
- Demonstrated ability to manage sensitive and confidential information.
- Ability to provide information and advice by using explanations in non-technical terms.
- Proven ability to identify and resolve issues with new/existing procedures, produce specialized reports and plan broader work tasks.
- Effective communication skills to build relationships, share information clearly, and collaborate effectively across teams and with external partners.
- Professional certification or accreditation relevant to purchasing such as Certified Supply Chain Management Professional (CSCMP), Certified Professional Public Buyer (CPPB) or other relevant and equivalent purchasing designation will be considered an asset.

Hours

Monday to Friday / Day Shift (*may occasionally require flexibility in hours or overtime*)

Salary Level

This is a Level 8 position \$104,781 (2025-2029 Collective Agreement)

Selection

As part of the selection for this position, qualifications and skills listed in the posting will be assessed to measure the suitability of all applicants. Assessments may include, but not be limited to: resume review, skills assessment (s), interview(s), medical assessment, psychological assessment, functional abilities testing and/or background investigation.

Note: If you require accommodation at any time during the recruitment process, please advise the Human Resources contact on the posting. Appropriate assistance will be provided pursuant to the Service's Accessibility directive.

How to Apply

For direct consideration, applicants must apply online by uploading a cover letter, resume, and certificate proving required education/training. Scan all required documents as one (1) pdf.file and upload when resume is requested. Human Resources is unable to accept e-mail, FAX, or in-person applications.

Click on the following link to submit your application:

[DRPS Current Opportunities](#)

Durham Regional Police is an equal opportunity employer.

We thank all applicants for their interest; however, only those selected will be contacted.

Contact

Applications for the above position will be accepted until 1600 hours on the closing date of this posting. Questions may be directed to Ema Williams at 7182@drps.ca