

Procurement Officer, Capital Projects

Date Posted: 02/25/2026

Req ID: 47069

Faculty/Division: Capital Projects

Department: Prop Mgmt Design&Constr-09

Campus: St. George (Downtown Toronto)

Position Number: 00043796

Existing Vacancy: Yes

Description:

About us:

The University of Toronto is a trailblazer not only in academia and research but also in ensuring operational excellence. U of T's Capital Projects Group works diligently to execute projects within a framework of fairness and ethical practices. On an annual basis we deliver over \$1B in total project costs comprised of projects of varying values, scope, types and complexities.

Your opportunity:

The University's capital projects over the next several years include several large complex and high-profile buildings in addition to a large volume of renovation projects of existing buildings. Procuring vendors to execute these projects is a critical part of successful delivery. This role will report to the Manager of Procurement Capital Projects. This position is involved in developing, posting and managing procurements for capital projects on St. George campus as well as on Mississauga and Scarborough campuses. This position will also support the Vendor of Record program for the department. The work involves managing procurements across multiple capital projects and supporting various project managers and stakeholders.

Your responsibilities will include:

- Interpreting open competitive bid regulations and related frameworks to ensure adherence to applicable University policies

- Overseeing the open competitive procurement process including, tendering, evaluating, and contract management
- Ensuring that tendering bid documents are clear and compliant with University procurement policies
- Issuing request for proposals and other tendering documents
- Conducting detailed analysis of competitive solicitations
- Identifying and evaluating Vendors of Record
- Assessing needs and contributing to the development and formulation of procurement tools, procedures and practices

Essential Qualifications:

- Bachelor's Degree plus a recognized procurement designation (i.e. NISCL, SCMA, OPBA) or an equivalent combination of formal education and experience
- Minimum of five years' experience in procurement with an emphasis on construction tendering and public procurement
- Experience in the construction industry, with a demonstrated knowledge and understanding of public tendering practices, bid proposal evaluation and contract management
- Strong understanding of legal contract principles related to construction, goods and services
- Knowledge of public procurement regulations: government policies, trade agreements, the Ontario BPS directive procurement and funding agency standards as they apply to a research intensive university
- Experience with Biddingo, MERX, Bonfire or other e-tendering systems
- Experience working in a high volume work-place with demonstrated time management skills and an ability to manage competing priorities
- Demonstrated experience implementing process improvements
- Proficiency in data management and analytics, including advanced skills in excel and managing database management computer applications

- High degree of ethical problem-solving combined with the ability to adapt, interpret and respond when dealing with ambiguity
- Effective communication skills and professional customer service orientation

To be successful in this role you will be:

- Approachable
- Organized
- Possess a positive attitude
- Problem solver
- Resourceful
- Tactful

A copy of the detailed position description is available to USW employees upon request to the Operations and Real Estate Partnerships Office.

Closing Date: 03/17/2026, 11:59PM ET

Employee Group: USW

Appointment Type: Budget - Continuing

Schedule: Full-Time

Pay Scale Group & Hiring Zone:

USW Pay Band 14 -- \$91,677. with an annual step progression to a maximum of \$117,242.

Pay scale and job class assignment is subject to determination pursuant to the Job Evaluation/Pay Equity Maintenance Protocol.

Job Category: Finance/Budget/Planning/Audit

Lived Experience Statement

Candidates who are members of Indigenous, Black, racialized and 2SLGBTQ+ communities, persons with disabilities, and other equity deserving groups are encouraged to apply, and their lived experience shall be taken into consideration as applicable to the posted position.

Diversity Statement

The University of Toronto embraces Diversity and is building a culture of belonging that increases our capacity to effectively address and serve the interests of our global community. We strongly encourage applications from Indigenous Peoples, Black and racialized persons, women, persons with disabilities, and people of diverse sexual and gender identities. We value applicants who have demonstrated a commitment to equity, diversity and inclusion and recognize that diverse perspectives, experiences, and expertise are essential to strengthening our academic mission.

As part of your application, you will be asked to complete a brief Diversity Survey. This survey is voluntary. Any information directly related to you is confidential and cannot be accessed by search committees or human resources staff. Results will be aggregated for institutional planning purposes. For more information, please see <http://uoft.me/UP>.

Accessibility Statement

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

If you require any accommodations at any point during the application and hiring process, please contact uoft.careers@utoronto.ca.