

Job Title: Procurement Specialist

Req ID: 26364

Vacancy Type: Temporary

Contract Duration: Up to 12 months

Number of Positions: 1

Closing Date: 05/14/2025

Link to Apply: <https://jobs.mississauga.ca/job-invite/26364/>

Job Summary

Reporting to the Procurement Business Partner Manager, Procurement Services, the Procurement Specialist is responsible for working with departmental staff to acquire the right goods and services taking into account risk, while maintaining compliance with the Procurement By-law, policies and trade agreements.

Duties and Responsibilities

Procurement Projects

- Manage the procurement process from planning stage to contract execution, in accordance with Procurement By-law and relevant policies.
- Interpret and apply relevant corporate policies and Procurement By-law to ensure all acquisitions comply with trade agreements, safety requirements and procurement law.
- Work with project and/or contract managers to determine projected requirements, design and develop an appropriate strategy and corresponding bid documents including terms and conditions of contract and risk mitigation strategies.
- Review statements of work or specifications to ensure they are open, fair and unbiased.
- Employ project management skills to lead procurement project teams and confirm responsibilities; determine involvement needed from other area experts including Legal Services, Financial Services, Corporate IT.

Procurement Consulting Services

- Provide procurement consulting services and advice to clients and develop solutions to procurement issues.
- Train clients on new or existing procurement applications and assist client groups with Procurement By-law and relevant policy interpretations.

Customer Service

- Adopt a customer first approach to delivering procurement services and communicate regularly to ensure that customer expectations are well managed.
- Work to ensure customer needs align to City's broader goals/initiatives and Strategic Plan.
- Mediate issues and resolve disputes with internal clients, external consultants, bidders and suppliers.

Financial Controls and Compliance Monitoring

- Ensure that internal staff and suppliers are aware of and adhere to ethical standards relating to procurement policies.
- Ensure all acquisition contracts meet compliance requirements with regards to supplier submittals including: WSIB, insurance, performance sureties (as applicable).
- Ensure sufficient budget is in place prior to procurement process, monitor financial controls and track change orders to ensure compliance with Procurement By-law.

Skills and Qualifications

- Minimum of 3 years of procurement experience, public sector experience is preferred.
- Certified Public Procurement Buyer (CPPB) and/or National Institute of Governmental Purchasing Certified Procurement Professional (NIGP-CPP) and/or Certified Supply Chain Leader (CSCL)/Certified Supply Chain Management Professional (CSCMP) designation is preferred.
- Post-secondary degree or diploma in a business related field or public administration is an asset, or a combination of education, training and experience deemed equivalent.
- Excellent market research skills, project management, negotiation, and an understanding of contract management.
- Strong analytical, excellent written and verbal communication and organizational skills, with the ability to collaborate effectively with individuals and teams from diverse business units.
- Competency in a Windows based environment with a strong working knowledge of Microsoft Office products including Word, Excel, Outlook, PowerPoint and SharePoint; experience using SAP is an asset.
- Public procurement experience in any of the following areas is an asset: professional services, information technology (IT), construction, capital goods, and/or fleet.

Hourly Rate/Salary: \$ 43.19 - \$ 57.59

Hours of Work: 35

Work Location: Civic Centre

Department/Division/Section: CPS/Corporate Services Dept , CPS/Corporate Business Services Division , Procurement Services

Non-Union/Union: Non Union

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

Equity, Diversity and Inclusion

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to [Equity, Diversity and Inclusion](#).

Accommodations

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.