

Procurement Specialist

Organizational Overview

Ontario One Call (OOC) is a Public Safety Administrative Authority; protecting Ontario by enabling safe digging. At OOC, public safety is at the heart of everything we do.

Since 2012, in Ontario, it's the law that any party planning to dig must contact OOC before they dig. OOC connects people planning to dig with the owners of underground pipes, cables, and other infrastructure to help prevent costly damages, service disruptions, and safety hazards. We also regulate an efficient locate system, foster industry wide collaboration, and promote safe, timely excavation across Ontario.

OOC is governed by a diverse Board of Directors, with experienced leaders representing underground infrastructure owners, excavators, ministry appointees and others dedicated to protecting Ontarians. Together, we work to shape a safer Ontario through collaboration, regulation, and education.

Safe Excavation starts with us.

Why Join Us?

Ontario One Call offers dynamic career opportunities in various areas such as operational services, compliance, regulatory affairs, communications, education, IT, finance and HR. When you join our team, you become an integral part of our mission-driven organization, dedicated to making Ontario safer, one dig at a time.

Core Values:

Caring...We invest in the success and safety for our team, communities and the environment.

Integrity...We are dedicated, honourable and honest.

Collaborative...We foster partnerships and work together to build a safer Ontario.

Inclusive...We are a leader in inclusivity and cultivate a foundation of respect and support within our industry.

Innovative...We strive for excellence with a willingness to learn, adapt and innovate.

Do you have what it takes to join our team?

Position Overview

Reporting to the Chief Financial Officer or their designate, the Procurement Specialist will serve as a key individual contributor responsible for building, owning, and evolving the procurement function at Ontario One Call.

This role is ideal for seasoned professional who is a self-starter that is eager to take full ownership of procurement processes (from planning and sourcing to contract negotiation and compliance). The successful candidate will work directly with all business lines to lead end-to-end procurement activities, including identifying appropriate procurement channels, managing contract governance

with legal support, and ensuring alignment with procurement directives and industry best practices.

This position is located at the Guelph office located at 104 Cooper Drive, Guelph. Ontario One Call has a hybrid work model with staff dividing their workweek between in-office and at-home work per company policy.

Primary Responsibilities:

Procurement Process Management

- Oversee the complete procurement lifecycle, from identifying business line procurement needs to contract awarding while seeking value for money and best interests of the organization.
- Work independently to ensure procurements are conducted within a timely manner, properly authorized and documented, and ensuring adherence to procurement policies and best practices.
- Develop, update, and implement a company wide procurement framework including managing the One Call Procurement Policy and other procurement documents, managing all procurement processes/systems, and managing contract management databases.
- Manage the bid/tendering processes, including document preparation of the tenders, procurement evaluation monitoring, timeline monitoring, and tender publication (e.g., public, invitational, single sourcing, and other).
- Evaluate submissions, facilitate vendor inquiries, and conduct award processes.
- Create and manage all requisitions and all Purchase Orders into One Call's finance and accounting systems.
- Partner with Finance staff to ensure procurements are properly budgeted, approved and aligned with OOC's financial controls, accounting timelines and reporting requirements.
- Lead strategic sourcing initiatives to consolidate vendor spend, reduce costs, and improve service delivery.
- Ensure alignment of procurement activities with One Call's internal control frameworks, including compliance with audit requirements and financial policies.

Procurement Advisory

- Provide expert guidance on procurement actions/steps, and procurement compliance.
- Collaborate with internal and external stakeholders to evolve One Call into an effective procurement framework.
- Identify and address procurement risks, offering alternative solutions and mitigation strategies.
- Advise on financial implications of various procurement approaches

Contract and Vendor Management

- Work with legal counsel on contract negotiations, refinement of templates, non-disclosure agreements and other procurement related vendor documents
- Collaborate with business units to proactively manage vendors' relationships, ensuring contract deliverables, SLAs, and performance standards are consistently met.
- Oversee change order processes and resolve contractual disputes.
- Conduct vendor performance evaluations in collaboration with business lines.
- Develop and update a comprehensive contract vendor management database with IT's support.
- Establish vendor onboarding processes and ongoing compliance reviews (e.g. insurance certification confirmation, security screening, privacy requirements)
- Track contract milestones, renewals, expirations, and KPIs

Process Improvement and Innovation

- Develop, update, and implement procurement policies, procedures, and best practices
- Lead the selection and implementation of automated procurement tools, databases, and e-procurement systems
 - Drive adoption of low-value procurement automation to reduce manual efforts and focus procurement resources on strategic tasks.
- Design and deliver training programs on procurement for all One Call staff
- Continuously analyze and optimize procurement operations for efficiency and cost-effectiveness and benchmark procurement operations against similar sized entities and recommend efficiency improvements.

Other Duties

- Other duties as assigned by the Chief Financial Officer to support improved procurement, finance, internal controls, project management, stakeholder, vendor management, and tools/systems.

Qualifications

- In-depth understanding of best industry practices for procurement and supply chain management principles
- Comprehensive knowledge and experience working with the Ontario government and Broader Public Sector's procurement directives, working with Ontario government procurement frameworks, and the government's Vendor-of-Record channels
- Strong experience in managing vendor contract management principles, working with legal counsel, contract databases, and vendor contract processes

- Strong negotiation and analytical skills, with a proven track record in managing complex contract negotiations
- Excellent verbal and written communication skills, capable of influencing at all levels
- Proven project management skills, able to manage multiple complex procurements simultaneously while evolving an internal procurement framework
- Advanced proficiency in utilizing procurement platforms (e.g., Jaggaer, MERX, Biddingo)
- Expert-level skills in utilizing Microsoft Office suite, particularly Excel for data analysis, MS Teams, and Sharepoint
- Experience with implementing and managing e-procurement systems/tools to enhance procurement efficiency
- Knowledge of Accounts Payable and electronic vendor payment systems
- Develop metrics and reporting to measure the effectiveness of procurement initiatives
- Strong ability to translate business needs into procurement specifications and scope of work.
- Demonstrated ability to operate effectively in a lean, resource-constrained environment requiring cross-functional coordination.

Education and Experience

- University degree in Business, or Supply chain Management preferred; or a relevant discipline or combination of post-secondary education and experience.
- 5 years of progressive experience in procurement or similar role
- Demonstrated experience with Ontario government or Ontario Broader Public Sector procurements or similar
- Supply Chain Management Professional (SCMP) designation or similar

Rewards:

- Starting salary of \$82,000 - \$98,000/annum dependent on qualifications and experience, with room to grow
- A comprehensive company paid benefit plan through Desjardins Life (at 3 months of service)
- CAAT DBPlus Pension Plan with Contribution Choice and Company Match (at 3 months of service)
- 3 weeks paid vacation
- 10 personal emergency days per year
- Highly engaged workforce and excellent workplace culture

- Diverse and inclusive environment
- Collaborative team
- New, clean and bright facility

Imagine a workplace where everyone feels valued and respected. At Ontario One Call, we are committed to making this a reality through our Inclusion, Diversity, Equity & Accessibility (IDEA) initiatives, policy and committee. To achieve this, OOC strives to create a supportive work environment and a culture that welcomes diversity and uniqueness and encourages equitable opportunities for employees. Every individual person deserves respect, dignity and a sense of belonging. We encourage applications from individuals of all backgrounds, including those who may be underrepresented in our industry.

In accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act, Ontario One Call is pleased to offer accommodations for job applicants with disabilities, if you require accommodations, please advise by contacting us.

Application reviews are done by a human. We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.

We are currently recruiting for this open position.

Please apply at:

<https://ontarioonecall.ca/about-us/careers/>