

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

Senior Construction Purchasing Specialist

Competition Number: **LA-2025-13**
Closing Date: **February 4th, 2025**
Compensation: **\$88,496 - \$128, 625**

Division: **Administrative Services**
Branch: **Purchasing and Operations**
Position Type: **Permanent-Full Time**

Are you ready to embark on an extraordinary journey to shape the future of Ontario's Legislative Assembly, with innovation and excellence in parliamentary operations? At the Office of the Assembly, we're not just supporting Parliament; we're a dynamic team dedicated to driving change and making an impact every day.

At the heart of our mission is to provide non-partisan administrative and procedural services to all MPPs, along with operational support for the daily activities of the Legislative Assembly of Ontario. Our success is intricately tied to the strength and diversity of our staff, as we champion our core values: integrity, inclusiveness, collaboration, and excellence.

Looking for a rewarding career where you can share your expertise in a Senior Construction Purchasing capacity? Seize this opportunity to embody our organizational values within our Purchasing and Operations Branch. As a valued member of our team, reporting directly to the Manager, Purchasing you will collaborate closely with a dynamic group of Purchasing and Operations professionals.

What You'll Do

You'll act with integrity to:

- To plan, organize and conduct all procurement activities primarily for related construction projects and other commodities as assigned on behalf of the Legislative Assembly. Development of project specific procurement documents and strategies and ensure they fall within the limits of and in accordance with Assembly's policies and procedures.
- Engage in procurement planning with client group with routine meetings and communication in order to identify and provide quality of service to meet delivery requirements.
- Support multiple projects that are in different phases and of varying complexity and size.
- Establish and maintain close relations and communication with the clients to ensure procurement is being executed as the contract requires and client expects, while protecting the Assembly's interests.
- Prepares tender/proposal, specifications, evaluation metrics, and pricing tables in line with construction industry requirements. Evaluates and awards tenders, quotations and proposals for a wide variety of complex contracts.
- Liaise and review with clients, consultants and contractors regarding specifications, scope of work pricing, terms, and conditions.
- Review and execute contracts, purchase orders, change orders and other documents in accordance with OLA policies.

You'll support our collaboration as you:

- Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions including financials.
- Responds to and escalates contractual disputes to the Manager/Director for support towards resolution.
- Consults with other Purchasing and Operations personnel to develop and sustain a team approach to the identification and resolution of common and unique procurement issues/problems, client demands, supplier performance and support service performance.

How You Qualify

You demonstrate excellence through your:

- Requires a university degree or minimum 5 years' experience in construction procurement.
- Preferred designation as a certified Supply Chain Management Professional (SCMP) or Certified Public

Procurement Officer (CPPO) or Certified Public Procurement Buyer (CPPB).

- Knowledge of construction industry regulations, guidelines and standards as well as procurement practices, principles and theories.
- Knowledge of negotiating techniques and cost breakdown analysis. Experience in applying public policies to procurement and in identifying and resolving pre/post-contractual problems.
- Knowledge of contract law as it relates to proposals, tenders, negotiation, risk management, and jurisdictional codes, legislation, and requirements.

Here's what awaits you:

- A dynamic, unique work environment
- A team of dedicated professionals
- A comprehensive benefit and pension package including a comprehensive short term sickness plan and personal days
- Support for your career through training and development
- Access to an employee and family assistance program

If you're ambitious, passionate, and ready to make your mark, seize the opportunity by visiting us at www.ola.org and selecting "Careers" at the bottom of the page for more details.

Join us in shaping the future of Ontario's Legislative Assembly. Your journey starts here!

The Legislative Assembly of Ontario is proud to be an equal opportunity employer who champions diversity and inclusion. We foster an environment where unique perspectives are valued, ensuring that everyone has the opportunity to make a meaningful impact. If you need accommodations during the application process, please don't hesitate to reach out to us at hr@ola.org.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.

