



Senior Purchasing Specialist

Competition Number: LA-2026-33
Closing Date: April 22, 2026
Compensation: \$80,089 - \$115,402

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 Purchasing Specialist 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 Purchasing Manager, you will collaborate closely with a dynamic group of Purchasing Specialists.

What You'll Do

You'll act with integrity to:

- Plan, manage, and conduct the purchasing activities for a diverse range of commodities on behalf of the Legislative Assembly, the Party Caucuses, and the constituency offices.
- Apply your extensive knowledge of best purchasing methods, principles, and practices.
- Maintain purchasing records, electronic filing systems/databases, and contact lists.

You'll support our collaboration as you:

- Exercise professionalism, tact, and diplomacy in a fast-paced, politically sensitive environment when dealing with MPPs, staff of the Legislative Assembly, and vendors.
- Aid internal clients in developing specifications, preparing tender/proposal documents, evaluating bid submissions, and awarding tenders, quotations, and proposals for a variety of contracts.
- Use your negotiation skills to ensure value-added and timely solutions to satisfy the initiatives' deadlines and priorities of all internal clients.
- Provide expert advice to your clients by effectively communicating procurement strategy.
- Foster relationships with vendors and monitor emerging market trends.

How You Qualify

You demonstrate excellence through your:

- Requires a university degree and is working towards or is in the process of obtaining a certified professional purchasing designation through the National Institute of Supply Chain Leaders, the Supply Chain Canada or Ontario Public Buyers Association.
- Maintains 1 to 3 years equivalent experience over and above the educational requirement.
- Knowledge of negotiating techniques and cost breakdown analysis within a public procurement process.
- Exceptional client service skills, to determine department's needs, liaise with related departments and suppliers, and develop and maintain effective working relationships with them.
- Strong communication, analytic and reasoning skills, to draft, negotiate and manage long-term agreements.
- Familiarity with contract law as it relates to procurement.
- Successful management of multiple concurrent projects, from planning through to tracking and reporting.
- Demonstrated ability for identifying and resolving contractual problems and drive for being organized, responsive, and flexible.
- Excellent working knowledge of the Microsoft Office suite.

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.