

Position Title: Senior Procurement Officer
Dept/Program: Materials Management
Employment Type: Full Time
Work Schedule: 37.50 hours weekly as per schedule
Posting Type: Open
Remote Eligible: Yes

Job Class: Procurement Officer 3
Rate of Pay: \$34.47 - \$38.37 per hour
Employee Group: OPSEU
Posting Date: September 1, 2023
Number: 1

Please Note: This position offers a hybrid work environment consisting of in-office and remote work. Office location is 500 Church St in Penetanguishene, ON.

The Director – Procurement & Materials Management is currently seeking a Full Time Senior Procurement Officer. The purpose of the position is to provide Supply Chain Management support, guidance and services to stakeholders regarding recommendations on issues and requirements of procurement practices and other value-added processes, including project and operational support services.

Key Accountabilities:

- Provides technical guidance and assistance in the preparation and development of bid documents, evaluation process and contract management.
- Assists the Director of Procurement & Materials Management and the Strategic Procurement & Materials Management Consultant in the procurement function and oversees aspects of purchasing, negotiations, strategy, and tool and process implementation for procurement related to the supply of goods and services.
- Assists the Director of Procurement & Materials Management in the development and execution of a performance driven supplier management process resulting in structured feedback.
- Builds strong relationships with internal and external partners, fostering collaboration and teamwork.
- Delivers on cost reduction commitments through the identification, development and execution of Strategic sourcing initiatives and developing and implementing efficiencies, standardized tools, practices and procedures to shorten the quotation, RFP, decision-making and evaluation timelines.
- Supports Total Cost of Ownership (TCO) practices including asset management and reinforces this through regular benchmarking, periodic RFP's, and supplier performance metrics reporting.

Requirements/Qualifications:

- Must have or be working towards a Certified Supply Chain Management Professional Designation with at least two (2) completed modules or a Certified Public Procurement Officer/Buyer designation through UPPCC
- A member of the Supply Chain Management Association in good standing
- Minimum of 5 years recent and related Procurement/Supply Chain experience; preference for experience in a hospital setting
- Current knowledge of and experience with strategic sourcing, procurement and purchasing practices and methods, total cost analysis techniques and asset management practices
- Current knowledge of and experience with trade agreements and Broader Public Sector Act
- Strong computer skills: proficient in word-processing, spreadsheet, presentation and project management software
- Results oriented work ethic to work independently and undertake tasks needed to accomplish work objectives and deliver quality, consistent and timely results
- Demonstrated customer service, interpersonal and organizational/time management skills
- Demonstrated analytical and attention to detail skills
- Proven written and verbal communication skills
- Proven ability to adapt readily to change
- Models and promotes core ethical practice, Waypoint Values, and reflects an optimistic and positive attitude
- Preference for proficiency in French/English language skills
- You must meet the requirements of our COVID-19 Immunization Policy by providing proof of full vaccination, or a request and receipt of an accommodation under the Ontario Human Rights Code, including a medical exemption.

How do I apply?

Waypoint employees apply through the Employee Self-Service portal at <https://employees.waypointcentre.ca> and external applicants apply to http://www.waypointcentre.ca/i_want_to/join_your_team by quoting **Job ID WC23-144**.

Attach your cover letter and resume detailing why you are interested in this opportunity and how you meet the qualifications and key accountabilities specified.

We are committed to diversity in the workplace and workplace well-being. As such, applications from individuals from diverse backgrounds such as First Nations, Inuit, Metis, members of a visible minority group and those with lived experience of mental health problems or illnesses are welcomed and encouraged. Waypoint welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.