

JOB DESCRIPTION

Procurement Agent

POSTING #: NU-2025-28	Employer Group: Non Union
POSTING PERIOD: June 6 – 26, 2025	Reporting To: Senior Procurement Advisor
Grade: 7	Position Status: Permanent Full-Time
Wage Range Hourly: \$65,666 - \$79,880	Hours Worked Per Week: 35
	Location: Haldimand County Administration Building

CORE COMPETENCIES:

Critical Thinking | Reasoning | Cognitive Flexibility | Project Management | Collaborative Skills

POSITION SUMMARY:

The Procurement Agent provides centralized procurement guidance within a quasi-decentralized purchasing environment, standardizing the acquisition process for goods and services across departments. Focuses on aligning procurement initiatives with direct “desk-side” support for divisional, department and corporate-approved projects, maintaining divisional autonomy while enhancing oversight, accountability, and ensuring adherence to applicable policies, procedures, legislation, and trade agreements.

QUALIFICATIONS

Education

- Community College diploma relative to area of responsibility, completed within more than two academic years
- Ontario Public Buyers Association “Principles of Public Purchasing” Certificate with courses or training in Project Management

Experience

- 1-2 years of current related experience
- Specific experience in a public purchasing environment and working with trade agreements and procurement legislation considered an asset

Or equivalent to the above.

KNOWLEDGE & SKILLS

- Good understanding of municipal government, its operations and services.
- Firm understanding of functions carried out by the Corporation.
- Knowledge of legislation and trade treaty agreements for public procurement and contract management.
- Solid understanding of and experience in risk management approaches relative to purchasing.
- Negotiation skills to deal with vendors and contractors.
- Qualities of persistence, tact and persuasiveness to deal with internal and external contacts.
- Valid Ontario Driver’s License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to influence, motivate, provide training, using flexible communication styles and to ensure suitable agreement, decisions are reached
- Demonstrated initiative, and ability to make decisions involving broadly defined work, affecting major functions
- Demonstrated ability to work independently referring only to major problems to supervisors/managers

- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information
- Proven ability to make responsible purchases
- Demonstrated analytical and problem-solving skills involving refining established ideas and/or programs of a complex nature requiring ingenuity and creativity on own efforts
- Demonstrated capability to act as a leader within a functional area, including providing advice and training
- Organizational skills with specialized attention to detail to avoid errors and ability to meet deadlines
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building and team spirit
- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
 - Computer proficiency in Paramount, web-based 3rd party software (GovDeals, Bids+Tenders)

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Engages with staff to understand procurement needs, ensuring alignment with operational and strategic objectives.
- Applies a working knowledge of legislation, regulations and policies.
- Ensures procurement activities align with corporate policies, applying principles and public procurement standards to acquiring goods, services and construction.
- Provides feedback to the Senior Procurement Advisor to ensure user needs are met.

People

- Supports divisions with research and solicitations, ensuring adherence to policies, trade agreements and regulations.
- Fosters effective relationships and professional communication to support collaboration and transfer of procurement knowledge.
- Continues to build and apply intermediate skills in consultation, facilitation, mediation, public relations, and teamwork, with advanced skills in active listening, customer service, interpersonal relations, and negotiation.

Money/Asset

- Provides strategic support for procurement activities through scope development, specifications, risk mitigation (bid security, bonds, insurance) and budget requirements.
- Provides guidance on procurement processes to optimize value and compliance using binding and non-binding formats.

Timeline

- Balance competing priorities, ensuring timely execution of procurement tasks without compromising quality or accuracy.
- Provides insight into legislation, trade agreement timelines and internal to ensure compliance (i.e., Construction Act, Canadian Free Trade Agreement, Procurement Policies, P-Card Policy, etc.).

Functional

- Legal and Risk Mitigation
 - Completes on behalf of (centralized support) and works alongside staff on procurement-related activities providing knowledge transfer and immediate support, risk identification of risks by formulating options and recommendations for consideration.

- Mitigate risk through use performance securities, knowledge of contract law and legal precedent.
- Reviews and /or prepares contractual agreements including participating on contract negotiations.
- Provides supports to address vendor non-compliance or contractual issues.
- Assists with procurement training
- Software
 - Provides training and support to end-users in the proper application of purchase order / cheque requisition software including set up of users and access rights, workflows approval routing, assigning applicable account codes and user troubleshooting.
 - Administers and configures software that hosts County bid documentation, including posting of addenda, bid award information, etc.
 - Provides support to end-users in the utilization of the applicable software for public auction website for disposal of County assets.
- General
 - Create various procurement related documentation.
 - Represents the County with respect to procurement matters
 - Provides direct support in the application of trade agreements, legislation and policies.
 - Applies sound project management practices in the management of activities

All Haldimand County employees are expected to:

- Work safely and respect others in the workplace
- Maintain confidentiality
- Work within policies and procedures determined by Haldimand County and/or legislation relative to the function

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A current (within the past 6 months) Police Check	OPP LE219
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WORKING CONDITION(S):

- Regular Business Hours: Monday to Friday (8:30am-4:30pm)

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.