



POSITION TITLE: CORPORATE PROCUREMENT SPECIALIST

DEPARTMENT: FINANCE

REPORTS TO: DIRECTOR OF FINANCE/TREASURER

UPDATED: MAY 2025

CATEGORY: PERMANENT FULL-TIME, CUPE

HOURS OF WORK: 35 HOURS/WEEK

RATE OF PAY: \$35.74/HOUR

CLOSING DATE: SUNDAY, SEPTEMBER 7, 2025 (11:59 P.M.)

HOW TO APPLY: LOYALIST TOWNSHIP'S WEBSITE CAREERS [PAGE](#)

POSITION SUMMARY:

Reporting to the Director of Finance/Treasurer, this position is the corporate contact for all aspects of procurement to facilitate a transparent, accountable, and timely process for all staff, vendors/suppliers, and other parties. The incumbent will contribute to the development, implementation and continuous improvement of the Township's procurement framework, standards, policies, processes, and templates. The position provides procurement cycle support, administers procurement processes and monitors compliance with the Township's Procurement Policy. Responsible for risk management processes such as advising and monitoring procurement processes are adhering to the Procurement Policy. Responsible for reviewing accounts payable invoices; identifying, helping to implement, and monitoring more efficient procurement practices; and assisting with the compilation, review and preparation of asset data for budget and asset management purposes.

MINIMUM QUALIFICATIONS:

- College diploma in business administration, project management, accounting, public administration, supply chain management or related discipline.
- Two (2) years of practical procurement experience, preferably in a municipal environment.
- Possess or working towards a certificate/designation from a recognized Purchasing program.
- Working knowledge of municipal legislation/regulations governing the public purchasing function (i.e. The Municipal Act, Sale of Goods Act, Workplace Safety and Insurance Act).

- Demonstrated proficiency in computerized accounting software, procurement software, and Microsoft Office.
- Required to obtain and maintain satisfactory CPIC (Criminal Record Check).
- Required to possess and maintain valid Class “G” driver’s license with a clean driving record.

SPECIFIC SKILLS, ABILITIES, AND KNOWLEDGE:

- Strong analytical, research and problem-solving skills with a superior ability to make accurate and timely decisions.
- Strong organizational and time management skills to multi-task, prioritize and meet deadlines with minimal supervision.
- Demonstrated ability to communicate effectively with courtesy, tact and decorum, both verbally and in writing, with departmental and corporate contacts at all levels.
- Strong customer service mindset with effective and clear communication and interpersonal skills.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- A demonstrated ability to establish effective working relationships both within and outside the organization.

KEY RESPONSIBILITIES AND DUTIES:

- Assist with the preparation of competitive tenders, quotations, and other procurement documents.
- Manage advertising, issuance, compliance, evaluation and related processes for corporate procurement.
- Develop and recommend improvements to the Township’s procurement framework, policies, procedures, and templates. Implements new policies and procedures.
- Research developments in Canadian public procurement regulatory requirements and best practices and recommends updates to corporate processes and procedures.
- Identify opportunities to consolidate similar goods and services to issue a corporate competitive solicitation encompassing all participating departmental requirements.
- Compile procurement data and statistics to perform analysis and identify areas for improvement.
- Develop and implement procurement strategies, methods, and practices to ensure cost effective and strategic sourcing of goods and services.
- Monitoring and advising on the consistent application of and compliance with the procurement policy and other regulatory requirements.
- Support the annual budget processes as required to facilitate competitive procurement that provides the best value for money for the Township.
- Instrumental in understanding and facilitating the procurement processes from initial capital budget preparation, issuing procurement documents, awarding contracts, ensuring compliance with respect to insurance, WSIB etc.
- Prepare purchase orders and related documentation from quotations, tenders, and proposals (e.g. price agreements, correction sheets, etc.) and train staff on purchase order approvals and how to update.

- Attend site meetings and proponent interviews as required. Manage vendors as required throughout the process, including bid complaints, enquiries, and debriefings with vendors. Conduct roster audits.
- Administer and coordinate various centralized procurement programs and cross corporate operational contracts as assigned.
- Day-to-day responsibility for reviewing and advising on insurance requirements for procurements based on the risk of the procurement.
- Day-to-day responsibility for reviewing accounts payable batches to ensure compliance with the procurement policy and accuracy in calculations.
- Participate in committees related to Township purchasing.
- Prepare correspondence and a variety of administrative reports.
- Coordinate, organize, and operate various disposal activities.
- Prepare procurement policy reports for Council.
- Conduct training sessions for staff.
- Assist with public openings as required.
- Ensure that purchasing related files and documentation are properly organized and filed.
- Other duties as assigned.

WORKING RELATIONSHIPS:

Internal

Daily communication with all Finance staff, and other municipal departments.

External

Frequent communication with vendors and suppliers. Occasional communication with Township residents, agencies and community groups.

WORKING CONDITIONS:

- Normal office environment working conditions apply.
- May be seated for long periods (3-4 hours).

The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.

Loyalist Township values a diverse workforce and looks to attract and retain people who will work together to provide excellent service to our residents, visitors, business partners, and each other. If you are looking for a rewarding opportunity to work with a team of professionals dedicated to promoting the quality of life and prosperity of our community, come join us!

In accordance with the Accessibility for Ontarians with Disabilities Act, Loyalist Township is pleased to accommodate the individual needs of applicants with disabilities within the recruitment and selection process. Please contact the Human Resources team at hr@loyalist.ca or 613-386-7351 ext. 149 if you require accommodation.