



THE CORPORATION OF THE TOWNSHIP OF CENTRE WELLINGTON

PURCHASING AND RISK ANALYST PERMANENT FULL TIME (1 VACANCY, 35 HOURS PER WEEK)

Join the Township of Centre Wellington where you can make a meaningful impact in a thriving, innovative, and welcoming community. As the largest municipality in Wellington County, Centre Wellington combines the charm of rural living with the vibrancy of urban life, offering an exceptional quality of life for residents and visitors alike. Our organization values integrity, collaboration, and innovation. Here, you'll be part of a dynamic team delivering services, driving creative initiatives, and shaping a future where everyone feels connected and supported. Discover your opportunity to grow, lead, and belong at Centre Wellington.

Under the direction of the Manager of Purchasing and Risk Management, this position supports the Township's purchasing and risk management program and processes insurance and liability claims. This position contributes to protecting Township assets, reducing liability exposure, ensuring regulatory compliance, and supporting informed decision-making through research, analysis, reporting, and stakeholder collaboration. Through proactive risk management, effective purchasing support, and professional claims and insurance administration, the role enhances operational efficiency, fiscal responsibility, and public trust.

Main Duties and Responsibilities

Risk Management

- Develop and maintain internal procedures and documentation related to risk management
- Research and recommend specific administrative measures, policies and procedures that will prevent losses, claims and minimize risk
- Assist with the periodic review of loss prevention and risk management practices
- Liaise with Township staff and participate in a variety of committees to review projects and events
- Review contracts and documentation for compliance and conformity with Township practices
- Respond to and support Township staff upon being made aware of incidents to provide risk and insurance advice and direction on next steps
- Maintain databases related to claims, risk management and insurable values
- Attend meetings and prepare reports, as required
- Deliver and develop training presentations and education outreach
- Participate in internal and external working groups and committees

Purchasing

- Support the Township's procurement activities, ensuring compliance with the Township's Purchasing By-law, Purchasing Procedures, relevant government legislation and ethical purchasing practices
- Ensure the integrity of open, fair and transparent procurement processes
- Source and maintain quality vendors through the establishment of prequalified vendors and vendors of record
- Ensure purchase orders are processed and prepared in timely manner
- Complete purchases within stipulated thresholds
- Investigate and identify opportunities to reduce costs through innovative and alternative purchasing arrangements
- Evaluate and monitor vendor performance
- Support the Manager of Purchasing and Risk Management on project administration and process improvements

- Assist with the research and implementation of best practices
- Reporting of statistical measures, including information in the form of graphs, charts and tables
- Other duties as assigned

Claim Management

- Respond with professionalism to people who make claims against the Township
- Process new claims including set-up, administration and reporting claims to insurance providers
- Conduct claims research and compose claim response letters
- Develop and maintain the claims registry
- Evaluate claims to determine appropriate processing, conduct investigations, monitoring, analyzing data and responding to third parties
- Investigate all liability, first and third-party property claims
- Establish and maintain accurate records, tracking incidents, claims, and potential litigation files
- Utilize data gathering tools and methods to analyze and gather data needed to process claims
- Advise and support Township staff with various issues such as preparing for court proceedings, gathering evidence for claim investigations and insurance renewal processes
- Liaise with claimants, witnesses and third parties through the claims resolution process
- Develop and maintain effective working relationships and communications with area municipalities, the province and shared service partners to gather information, track trending data, and resolve issues and complaints
- Prepare investigative reports including recommendations to the Manager of Purchasing and Risk Management pertaining to liability and property adjustments
- Prepare final release forms and cheque requisitions for payments from the Township
- Research and compile data to identify claim trends
- Investigate accidents involving Township staff and third parties (i.e. vehicular accidents, private property damaged by Township staff, etc.)
- Coordinate resolution of issues and third-party cost recovery with multiple internal and external parties
- Assist with process improvements and implementation of best practices
- Other duties as assigned

Insurance Management

- Determine whether external certificates of insurance provide adequate coverages and limits based on type of event, project or activity
- Coordinate with Township's insurer for in year policy change requirements e.g. additions, removals
- Process insurance premium payments, renewals and applications for the Township's insurance program
- Provide insurance related details in contract review and acquire insurance certificates for Township staff
- Maintain schedules of insurable values for several asset classes
- Maintain vendor Certificate of Insurance (COI) records / registries
- Monitor processes associated with the identification, collection and assessment of insurance related data

Minimum Qualifications and Requirements

- Two-year post-secondary diploma or bachelor's degree in a related field
- Minimum 2 years working in a municipal procurement and /or risk management environment
- Highly organized with an ability to multi-task and prioritize
- Meticulous attention to detail and accuracy
- Excellent computer skills
- Outgoing, energetic and highly customer service oriented
- Able to take initiative and execute projects with supervision
- Able to work collaboratively and promote effective teamwork while also able to work independently as required
- Demonstrated skills of tact and diplomacy and ability to maintain a high level of confidentiality
- Valid driver's licence (minimum G2 Class) and access to a reliable vehicle is required

Work Location: Municipal Office, 1 MacDonald Square, Elora and 205 Queen Street East, Fergus

Annual Salary: \$66,981 - \$75,345 (2026 salary range)

How to Apply: Interested applicants are requested to submit a **single document** that includes their resume and cover letter in MS Word or PDF format by email to careers@centrewellington.ca by **February 16, at 11:59 p.m.** Please quote job posting '2026-14' in the subject line.

The successful candidate will be required to provide proof of current and valid certificate(s) and/or educational qualifications. We thank all those that apply; however, only those candidates selected for an interview will be contacted.

No phone calls please.

Information gathered relative to this position is done so in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. The Township of Centre Wellington is committed to an inclusive, barrier-free recruitment process. If you require accommodation at any stage, please contact us at hr@centrewellington.ca

The lands we know today as the Township of Centre Wellington have been home to Indigenous peoples since time immemorial. We acknowledge that we are on the treaty lands and traditional territory of the Anishinaabe and the Haudenosaunee ([read more](#)).