



The Town of Newmarket, Legal & Procurement Services
Requires a **Senior Procurement Officer**
RFT (35 hours per week)

About Newmarket

Newmarket, Ontario is a vibrant and forward-thinking community that leads with care. As one of the most densely populated municipalities in the province, we're proud to embrace bold, community-centered initiatives—like transforming the historic Mulock Property into our very own Central Park and revitalizing urban corridors to enhance livability and connection.

Our culture is unique and intentionally crafted through collaboration, inclusion, and a shared leadership commitment to creating an environment for extraordinary public service. Our award-winning Leadership Essentials program was designed to provide our leaders with the tools and expectations that are key to an employee experience that is well beyond the ordinary. This “made in Newmarket” initiative earned Newmarket the 2025 CAMA Inspiring Workplace Award.

We value flexibility and wellbeing, offering options like hybrid work, compressed workweeks, and flexible hours to support work-life balance. Newmarket is a place where innovation thrives, and where employees are empowered to grow, contribute, and make a meaningful impact in a welcoming and inclusive environment.

Join us in shaping a community that's truly well beyond the ordinary.

Job Description

Under the direction of the Manager, Procurement Services, the Senior Procurement Officer is responsible for the procurement of high value goods, services and construction for the Corporation, Newmarket Public Library, Elman Campbell Museum, Newmarket Hydro and Central York Fire Services.

How do I qualify?

- Formal post-secondary degree in a Business, Commerce, Supply Chain Management or related field or a combination of education and demonstrated progressive public procurement experience to a senior level in a municipal environment or an equivalent combination of education and experience.
- Professional designation from a recognized professional Procurement association, such as the Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) designations.
- Thorough understanding of the practices, legislation and trade agreements governing Procurement and contracts as well as Insurance, Bonding and Occupational Health & Safety requirements.
- Working knowledge of the municipal government environment.
- Demonstrated computer skills inclusive of spread sheet applications, Microsoft Office (Word, Excel, Power Point and Outlook), and procurement systems including electronic bidding. Experience with JD Edwards and eSolutions Bids & Tenders would be an asset.
- Strong project management skills for working on major capital projects that requires both professional services and general contractor services.
- Excellent organizational, analytical, negotiation, facilitation, report writing, and a demonstrated aptitude for figures.
- Excellent written and verbal communication, public relations, and interpersonal skills.
- Ability to work effectively with members of Council and all levels of staff and vendors/contractors.
- Customer service oriented technical leader and strong team player.
- Ability to work independently as well as part of a team demonstrating appropriate team leadership skills.
- Available to work scheduled and unscheduled overtime as required.
- Knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act and Employment Standards Act and administrative bylaws.
- Valid Class “G” Driver’s License in good standing with a reliable vehicle to use on corporate business.

Salary: \$92,092 - \$115,116

How do I apply?

Please apply online at www.newmarket.ca by 5:00 p.m. on **May 25, 2026**, quoting the file number **26-81**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.