Job Title: Supervisor, Purchasing

Job Opening Number: 107260
Job Requisition Number: 501
Number of Positions: 1
Job Type: Management and Administration
Job Code: Supervisor 6, 35
Department: OFFICE OF THE CAO
Division: Purchasing
Hiring Salary Range: $102,784 - $115,632 per annum
Job Grade: 006
Job Status and Duration: Full Time (FT), Regular (R)
Hours of Work: 35 Hour work week
Location: City Hall
Posting Date: August 28, 2026
Closing Date: September 11, 2026
Notice to Internal Applicants: To ensure your application is processed as internal, please submit your application using your City of Brampton work email address.

External and internal applicants are now being considered.
The City of Brampton is seeking a Supervisor with expertise in complex operating and capital procurements for public works projects, in compliance with the City's Procurement By-law. If this sounds like a role that matches your experience and interests, be sure to explore this exciting opportunity.
Reporting to the Manager, Purchasing/Deputy Purchasing Agent, this role provides supervision to a team of purchasing professionals and administrative support staff in order to facilitate the procurement of goods and services required across City departments.

KEY RESPONSIBILITIES

1. **Supervise purchasing team.** Provide functional supervision to several purchasing professionals and administrative (clerical) unionized staff. Establish performance objectives and work assignments, and motivate staff through daily coaching and guidance. Responsible for adherence to City policies, procedures and protocol. Assess staff performance and make recommendations for training & development. Provide coaching and mentoring in the area of professional purchasing and contract law. Prepare and monitor the operating budget for own area, and contribute to the overall departmental budgeting process.
2. **Act as Purchaser.** On complex and major purchases, provide information and assist in developing competitive bid documents; analyse and evaluate offers and proposals, prepare and implement contracts, and monitor contract delivery. Liaise with external vendors and suppliers as required.
3. **Provide consulting service** to user departments. Assist in the development of policies, procedures, computerized systems and training of division staff and clients. Prepare reports for Council. Educate on purchasing policies and procurement methods. When necessary, assess department needs and make recommendations. Work with Buyers to coordinate preparation of specifications and proper bid documents, including bid lists. When necessary, provide subsequent evaluation of submissions and award recommendations.
4. **Develop efficient processes.** Work with peers and Director to implement continuous improvements and to upgrade processes to keep pace with industry standards and best practices in transaction methods. Research comparators and recommend changes. Provide backup in the absence of the Director.

SELECTION CRITERIA

Education:

- Post-secondary degree or diploma in Business Administration or similar program.

Experience:

- 4-5 years relevant purchasing experience, including tendering and contracting, public sector related is preferred
- Two (2) of leadership/supervisory experience in Purchasing leading a team of buyers.

Mandatory Requirements:

- Completion of Certified Professional Public Buyer (CPPB) / Certified Supply Chain Management Professional (CSCMP) or NIGP Certified Procurement Professional (NIGP-CPP) and related experience, or combination of equivalent education and related experience.

Other Skills & Assets:

- Demonstrated ability to negotiate with vendors, contractors, suppliers
- Proficient in use of MS Office, spreadsheet/database software, specific knowledge of PeopleSoft purchasing module an asset
- Excellent English communication skills, written and verbal
- Project management experience an asset
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Additional Information

Interview: Our recruitment process may be completed with video conference technology.
**Various tests and/or exams may be administered as part of the selection criteria*.
As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.
If this opportunity matches your interest and experience, please apply online by clicking the **apply now** button by **(September 11, 2026)** and complete the attached questionnaire.

We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.
As part of the application process, applicants will be invited to complete a self identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.
The City of Brampton uses email to communicate with applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. Time sensitive correspondence is sent via email (i.e. testing bookings, interview dates) and it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the employment opportunity and your application will be removed from the competition.
If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new Alternate Format Request.