

Job Title: Senior Buyer

Req ID: 1277

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 01/02/2019

Job Summary

This role requires a strong communicator, who excels in providing expert advice to a variety of clients in order to achieve strategic procurement objectives for the acquisition of goods and services.

Duties and Responsibilities

The successful candidate will:

- Facilitates a strong partnership with client groups to establish an annual work plan by proactively planning to: manage requirements, risks and opportunities for strategic and sustainable procurement
- Develop a deep understanding of clients business needs and assist them in developing effective procurement strategies for the portfolio of work
- Fosters a strong team environment and promotes MM initiatives to clients
- Leads continuous improvement projects such as LEAN
- Delivers presentations within the City and to the vendor community
- Conducts high value and complex procurement documents (RFX, RFP, RFT, CO-OP, Multi-step negotiated agreements) to achieve best value outcome
- Ensures that proper authority for the procurement process is indicated on the PAR system through the Purchasing Bylaw or Corporate Reports
- Manages concurrent procurement projects through all stages from planning to contract execution to ensure timely completion
- Responds to bidding issues and provides guidance on vendor performance problems
- Provides functional guidance and coaching to buying staff, supports staff development through empowerment
- Ensures that all work is done in accordance with the City's Purchasing By-Law and applicable policies, procedures and professional standards
- Remains current with procurement related legislation and best practices
- Performs other related duties as assigned

Skills and Qualifications

- CSCMP designation from the Supply Chain Management Association of Canada or CPPO designation from the National Institute of Governmental Purchasing is required
- Post-secondary degree or diploma in a relevant field will be considered an asset
- Minimum of 5 years' experience in the procurement of goods, services and professional services is required; experience in the procurement of complex IT systems and software will be considered an asset
- Experience in public sector procurement will be preferred; an equivalent combination of education and experience may be considered
- Experience in planning, developing and delivering complex, multi-step procurement projects and participating on project teams
- Excellent skills in procurement planning, project management, negotiation, and contract management
- Experience interpreting complex legal agreements and has a strong attention to detail
- Strong English writing, analytical and organizational skills

- Excellent communication and interpersonal skills with the ability to collaborate effectively with individuals and teams from diverse business units
- Advanced computer skills in a Windows based environment with a strong working knowledge of Microsoft Office products including Word, Excel, Outlook, PowerPoint and SharePoint; familiarity with ERP (Enterprise Resource Planning) systems (SAP preferred) is required
- Post-secondary education in a relevant field such as business, finance, public administration. University degree in relevant field of study.

Hourly Rate/Salary: \$ 84,723.00 - \$ 112,966.00

Hours of Work: 35

Work Location: Civic Centre

Department/Division/Section: CPS/Corporate Services Dept , CPS/Revenue & Materiel Management Div , Materiel Management- Internal

Non-Union/Union: Non Union

Please apply directly on the City of Mississauga's website at the link below:

<https://jobs.mississauga.ca/job/Mississauga-Senior-Buyer-ON/360414517/>

A Criminal Record Search will be required of the successful candidate, their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted.

All personal information is collected under the authority of the Municipal Act.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.