



***Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of the region of Peel.***

At Peel CAS, our mission is to protect children and strengthen families & communities through partnership. We are currently seeking the following professional to join our team:

## **Purchasing and Procurement Specialist**

**(11 Month Contract)**

### **SUMMARY OF DUTIES & RESPONSIBILITIES**

Leads procurement projects pertaining to the partnership of high profile clients and advises on the procurement of goods and services while maintaining Peel CAS best practices. In addition, to managing the procurement process from start to finish (i.e. RFS, RFQ, RFI, tenders, bids, etc.) the position facilitates relationships within the agency to resolve procurement or contract issues.

The Procurement Specialist liaises with all departments including Managers, Directors and other internal and external customers of Peel CAS. This position reports to the Director of Finance & Property Services.

### **PRINCIPLE RESPONSIBILITIES**

- Acts as the primary contact and conduit of information between potential vendors and clients including facilitating vendor briefings, responding to and/or coordinating Q's& A's, and ensuring successful and unsuccessful vendors are advised of outcome
- Advises clients on the interpretation and application of procurement, financial and contract management policies, procedures and guidelines to assist them in managing procurement projects
- Coordinates the development of communication and advisory documents related to procurement and financial policies, procedures and guidelines for posting
- Assists in budget preparations including gathering and evaluating data, preparing reports and determining impact of proposals, and carries out other financial analysis
- Provides technical guidance and advice to management/staff on procurement and financial/contract management requirements and the preparation of RFP's
- Research and recommend the approval of qualified suppliers
- Establish and maintain an efficient and effective supply chain base through the selection, qualification and ongoing management of suppliers
- Ability to receive and distribute goods as required

### **JOB SPECIFICATIONS/COMPETENCIES**

1. Project management and organization skills to ensure tasks are performed within time and resource requirements, and to coordinate major and complex procurements with project life cycles.
2. Ability to think logically and exercise prudent and independent judgment
3. Effective communicator and negotiator
4. Ability to work in a dynamic environment, multitask and prioritize
5. Strong organizational and time management skills
6. Ability to work independently or as part of a team



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7. Position requires research, analytical and evaluation skills to scrutinize financial information to ensure accuracy

## **QUALIFICATIONS**

- College diploma in administration with procurement option or college diploma in procurement management with a minimum of 2 years related experience.

## **HOURS OF WORK**

- 9am-5pm, Monday to Friday
- Working hours may vary and applicants must be flexible to work outside of standard office hours.

**HOURLY RATE:** \$34.68 - \$44.67

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

**Please submit your cover letter and resume indicating the competition number "PCAS17-105" via email to [resumes@peelcas.org](mailto:resumes@peelcas.org) by August 22, 2017.**

We thank all candidates for their interest however only those considered for an interview will be contacted.

*Peel Children's Aid is committed to diversity in the workplace and is an Equal Opportunity Employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.*

Please visit our website at [www.peelcas.org](http://www.peelcas.org)