

We have an immediate opening for a Procurement professional with extensive technical, customer service, communication and problem solving skills for the following position:

PROCUREMENT OFFICER POSITION

Remote – Ontario

Contract: 6 Months

Reporting to the Assistant Director, Financial Services, the Procurement Officer:

Purchasing and Procurement

- Develops and coordinates procurement processes based on policy, taking advantage of existing VOR agreements and collaborative purchasing consortium agreements whenever possible
- Analyzes Contact North | Contact Nord procurement trends and monitoring of vendor/product performance
- Determines and coordinates method of procurement based on policies for lower dollar value purchases
- Prepares requests for quotes/proposals, tender documents, contract clauses, coordinates specifications and requirements suitable for the procurements in question, manages the RFP process from posting to closing, evaluation, contract evaluation and award
- Negotiates with vendors as required to obtain product or service information, pricing, etc.
- Prepares Purchase Orders, ensuring proper delivery methods are included, Agreements, Terms and Conditions, etc. for approval by the Cost Centre Manager
- Ensures vendors follow contract terms, including pricing, warranty and delivery terms
- Obtains approvals as per Contact North | Contact Nord policies and procedures
- Upon receipt of an invoice, confirms a purchase order has been issued, the balance is sufficient, and obtain any necessary clarifications from vendor, prior to sending to Accounts Payable.
- Reviews, reconciles and follows-up on outstanding purchase orders on a monthly basis, ensuring purchase orders are up to date and makes requests of vendors to receive invoices if not received in a timely fashion
- Advises Cost Centre Manager if purchase orders, contracts, warranties, licensing agreements and leases are nearing expiry or depletion to confirm if amendments are required

Contract Management

- Develops and coordinates contract documents ensuring accuracy, completeness and adherence to Contact North | Contact North procurement policy, consulting with legal counsel as necessary
- Ensure documentation of WSIB compliance where applicable, or have fees included in Contact North | Contact Nord WSIB declaration
- Monitors contracts dates and notify Cost Centre Manager in advance of expiry dates when new contracts or tenders are required
- Documents contractual issues which may subsequently be used to prepare a case for termination or other remedial actions

Financial Asset Management

- Tracks Contact North | Contact Nord inventory including capital assets, develops processes for disposal of surplus assets
- Reviews requests for disposal/donation
 - o decides and approves those under capital threshold
 - o recommends those above capital threshold to Director, Financial Services
- Ensures appropriate and efficient asset management process and tracking system is in place
 - o develops asset management processes
 - o identifies, configures and manages asset tracking software
 - o trains staff, as required on processes and use of the asset tracking software
- Ensures assets are added to asset tracking software, bar-codes are distributed and the asset tracking software updated accordingly
- Records the cost of new assets into the asset tracking software as required and updates warranty dates as per invoices.
- Reviews and follows up on all recently received assets to ensure bar-codes, serial number, date-in-service, etc. are updated by staff or self if appropriate
- Tracks lifecycle of assets and provides analysis to Cost Centre Managers as to potential replacement dates of furniture/equipment
- Maintains and updates warranties in asset tracking software and notifies end-users in advance of expiry dates when new support agreements or tenders are required to ensure continuity in coverage
- Prepares capital asset documentation required for year-end audit

Qualifications:

- Post-Secondary education in Business Administration or related field or an acceptable combination of education and experience
- Completion of Purchasing and/or Supply Chain Management Designation or Certification
- Experience in Broader Public Sector purchasing
- Thorough knowledge of the Ontario Broader Public Sector Procurement Directive
- Experience with Paramount WorkPlace would be an asset
- Excellent communications skills, with an equally high standard of verbal and written English communication skills
- French verbal and written communication skills would be an asset
- Advanced experience with MS Office, particularly Excel
- Highly developed analytical, problem solving and organizational skills, with demonstrated ability to diffuse problematic situations and provide a positive client experience
- Proven ability to work with minimal supervision, as part of a self-managing team
- Ability to work in a home office
- Proof of full vaccination against COVID-19 is required

Compensation & benefits:

- A dynamic and friendly work environment where employees have an opportunity to do meaningful work helping Ontarians get the education and training they need, contribute their expertise to improving the services we offer and continue to develop their potential
- 35 hours per week, Monday to Friday, ability to work some overtime and/or accommodate sporadic weekends is required
- \$25.75 per hour

How to apply:

This position is **OPEN UNTIL FILLED**

- Submit to resumes@contactnorth.ca with a **cover letter** and **resume**
- Quote **Job Competition number #22-49-PROC** in the subject line of the email

Join Our Team!

WHO ARE WE?

As Ontario's community-based bilingual distance education and training network, Contact North | Contact Nord helps underserved residents in 1,300 small, rural, remote, Indigenous and Francophone communities access education and training without leaving their communities.

[READ MORE](#)

CONTACT NORTH NORD Supporting Rural & Remote Ontario
Soutenant l'Ontario rural et éloigné

We are an **equal opportunity employer.**

Upon request, accommodations due to a disability are available throughout the selection process.

LOCATION

The position is based in Ontario.

