



Senior Purchasing Specialist

Are you ready to embark on an extraordinary journey to shape the future of Ontario's Legislative Assembly, with innovation and excellence in parliamentary operations? At the Office of the Assembly, we're not just supporting Parliament; we're a dynamic team dedicated to driving change and making an impact every day.

At the heart of our mission is to provide non-partisan administrative and procedural services to all MPPs, along with operational support for the daily activities of the Legislative Assembly of Ontario. Our success is intricately tied to the strength and diversity of our staff, as we champion our core values: integrity, inclusiveness, collaboration, and excellence.

Looking for a rewarding career where you can share your expertise in a Senior Purchasing Specialist capacity? Seize this opportunity to embody our organizational values within our Purchasing and Operations Branch. As a valued member of our team, reporting directly to the Purchasing Manager, you will collaborate closely with a dynamic group of Purchasing Specialists.

What You'll Do

You'll act with integrity to:

- Plan, manage and conduct the purchasing activities for a diverse range of commodities.
- Apply your extensive knowledge of best purchasing methods, principles, and practices.
- Maintain purchasing records, electronic filing systems/databases and contact lists.

You'll support our collaboration as you:

- Exercise professionalism, tact and diplomacy in a fast-paced, politically sensitive environment when dealing with MPPs, staff of the Legislative Assembly and vendors.
- Aid internal clients in developing specifications, preparing tender/proposal documents, evaluating bid submissions, and awarding tenders, quotations and proposals for a variety of contracts.
- Use your negotiation skills to ensure value-added and timely solutions to satisfy the initiatives' deadlines and priorities of all internal clients.
- Provide expert advice to your clients by effectively communicating procurement strategy.
- Foster relationships with vendors, and monitor emerging market trends.

How You Qualify

You demonstrate excellence through your:

- Possess a minimum of a university degree and completion of, or pursuit towards obtaining, a CSCMP or CPPO designation.
- Public procurement experience.
- Exceptional client service skills to determine the department's needs, liaise with related departments and suppliers, and develop and maintain effective working relationships with them.
- Strong communication, analytic and reasoning skills to draft, negotiate and manage long-term agreements.

- Familiarity with contract law as it relates to procurement.
- Successful management of multiple concurrent projects from planning through to tracking and reporting.
- Demonstrated ability for identifying and resolving contractual problems, and drive for being organized, responsive and flexible.
- Excellent working knowledge of the Microsoft Office suit.

Here's what awaits you:

- A dynamic, unique work environment
- A team of dedicated professionals
- A hybrid work approach
- A comprehensive benefit and pension package including a comprehensive short-term sickness plan and personal days
- Support for your career through training and development
- Access to an employee and family assistance program

Salary Range: \$70,820.00 - \$102,046.00

If you're ambitious, passionate, and ready to make your mark, seize the opportunity by visiting us at www.ola.org and selecting "Careers" at the bottom of the page for more details. File No.: **LA-2024-61** Closing Date: **Tuesday, May 21, 2024**

We're breaking barriers with our flexible workplace program, empowering employees in certain positions to work remotely for up to 2 days a week while staying seamlessly connected to our bustling hub at the Legislative Precinct in Toronto, Ontario. While this hybrid model offers unparalleled flexibility and freedom, we're committed to staying agile and adapting to the evolving needs of our dynamic environment, which may necessitate adjustments in the future.

Join us in shaping the future of Ontario's Legislative Assembly. Your journey starts here!

The Legislative Assembly of Ontario is proud to be an equal opportunity employer who champions diversity and inclusion. We foster an environment where unique perspectives are valued, ensuring that everyone has the opportunity to make a meaningful impact. If you need accommodations during the application process, please don't hesitate to reach out to us at hr@ola.org.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.