

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment, and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 61,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

PURCHASING AGENT Permanent Full Time	
JOB ID: C40-22	LOCATION: Remote & 30 Centre St., Orangeville
JOB TYPE: Permanent Full Time (Non-Union)	DEADLINE TO APPLY: 4:30 p.m. on April 22, 2022

Reporting to the Purchasing Manager, the Purchasing Agent is responsible for supporting Dufferin County’s centralized purchasing function and assisting with the coordination of the contract and purchasing requirements for all County departments. This position works closely with County staff, members of the public, vendors, and other contacts in order to facilitate purchasing projects and workflows, and ensure a high standard of customer service is maintained.

What you’ll do

- Carry out the procurement process for goods and services of both a capital and operating nature to support the goals and objectives of County departments. This includes construction contracts, major repairs and renovations, equipment, consulting services, etc.
- Assist departments in developing tenders/proposals/quotations, including:
 - development of the necessary terms and conditions of contract for each project
 - development of the specifications and requirements for the bid call
 - issuing the necessary documentation to bidders, including managing the bidders list, developing, and issuing any addendums
 - coordinate the complete tender process including attending and hosting site meetings with the user department
- Manage the bidding process from inception to completion, including creating new bids, developing bid tables and online submission sections, posting addenda(s), announcements, evaluations where required and posting bid results
- Prepare and issue contract extension and award letters, regret letters and purchase orders for supplies and service and any necessary follow-up
- Coordinate, schedule, attend and manage site meetings during the tendering phase of construction, renovations, etc., and ensure safety and liability of attendees
- Work collaboratively with County staff, members of the public, vendors, municipalities, and other contacts to facilitate projects and workflows
- Other duties as assigned.

What you’ll bring

- Post-secondary degree or diploma in Business Administration, Commerce, Economics or related field, or an equivalent combination of education, training, and experience
- Designation (or actively working towards designation) with Supply Chain Canada (SCC) as a Certified Supply Chain Management Professional (CSCMP); or a designation with the National Institute of Government Purchasing (NIGP) as a Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) or equivalent designations.
- Three (3) or more years of procurement experience
- Proficiency and knowledge of eSolutions, Bids and Tenders eBidding platform is an asset
- Knowledge of procurement law and its application to contracts, competitive bidding procurement processes and industry standards and best practices
- Demonstrated understanding and knowledge of the principles, practices, and procedures of public procurement and contract administration
- Superior customer service, communication, and organizational skills



What we can offer YOU!

- A competitive hourly wage ranging between \$40.21 - \$47.04
- Comprehensive health benefits and enrollment in a defined benefit pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- A supportive and collaborative work environment.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to:

hr@dufferincounty.ca

As an organization, we have made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of our region.

Please note that the County of Dufferin requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of employment and must provide proof of fully vaccinated status, or provide proof of a medical or Human Rights Code exemption, prior to starting employment.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

