

Please note that Marberg Staffing updates job posts regularly, and external job boards may not reflect these changes in a timely fashion. Please refer to <https://marberg.com/career-portal> for the most current information including salary range.

How to apply:

Visit the following link and click “Apply For This Job” to submit your resume:
<https://marberg.com/career-portal/#/jobs/2215>

Procurement Consultant for provincial government agency client, Mississauga.

Marberg Job Number: 2215.

Job Type: Temporary.

Initial Term: ASAP for approximately 6 months.

Compensation: From \$40 per hour to \$60 per hour, with some flexibility according to seniority.

Recommended Application Date: Immediately - please note that we are screening and shortlisting Candidates immediately and qualified applications may be contacted same day as date of application.

Regular Work Hours: FULL TIME WORK HOURS – 7.25 work hours per day, not including unpaid .75 hour lunch break, to be worked starting from 8am - 8:30am, Monday to Friday (36.25 work hours per week).

Work Location: Hybrid – combination of remote and onsite work, with 2 days per week required at Client's Mississauga office. Onsite work expectations subject always to client business requirements, and may change according to client business need.

Responsibilities Summary:

To complete full-cycle, publicly posted procurement activities for a wide variety of goods and services, including construction, operational services, and capital goods.

- Lead development of Requests for Bids (RFB's), invitational tenders, contracts, and sourcing plans/methods.
- Prepare scope of procurement, create documentation, manage public posting of RFB's, oversee evaluations, prepare contract award and conduct contract management with successful vendors.
- Prepare new procurement documents for new Vendor of Record arrangements.
- Provide advice to staff throughout the competitive tendering process to ensure RFB's comply with Ontario Public Service (OPS) procurement rules and legal requirements, ensuring transparency with vendors, as well as adherence to timelines, budget and deliverables.
- Provide technical guidance and expertise on procurement matters to assure compliance with procurement processes and through providing recommendations on approving business cases, RFB development, vendor selection, contract negotiations, business case review and corporate policy.
- Coordinate resolution of disputes with vendors and undertake appropriate remedial action to address supplier non-compliance with contractual obligations and fair business practices.

- Additional procurement responsibilities as required.

Qualifications:

Education: Post Secondary Degree or Diploma in Procurement, Supply Chain Management, Business Administration, or applicable combination of work experience and education.

Preferred Work Experience: Minimum 5+ years of work experience in procurement.

Preferred Sector Experience: Public Sector and/or Utilities experience strongly preferred.

Technical and Language Skills Requirements:

- Demonstrated knowledge of the OPS Procurement Directive, domestic and international trade commitments such as the Canadian Free Trade Agreement (CFTA), and supply/asset management principles and practices.
- Strong MSOffice software skills including Excel, Word, Outlook and PowerPoint (may be tested).
- Familiarity with project management and database software applications.
- Proficient English communication skills, both written and verbal, including strong business writing skills and professional verbal presentation skills suitable for a range of audiences.

Task -Based Qualifications and Additional Attributes:

- Knowledge of practices related to the establishment of effective agreements such as contract law and competitive bidding case law.
- Familiarity with incorporating indexes and blended indexes into public contracts an asset.
- Familiarity with reviewing insurance certificates and assigning insurance requirements based on risk exposure an asset.
- Demonstrated record of professional conduct and character. Responsible, reliable and works to deadlines.
- Pleasant and courteous: demonstrated commitment to client service and professional representation of the organization.
- Proven ability to respond to sensitive and confidential matters with tact, discretion, and excellent judgement in the interpretation and application of instructions and organization policy.
- Demonstrated ability to work well independently, collaboratively, and in an advisory capacity, and liaise effectively with a wide and diverse range of internal and external stakeholders.
- Demonstrated ability to apply project management principles, methodologies and best practices.
- Strong relationship management skills including client and vendor relations management, business networking, negotiation, change management and consulting/advisory skills. Excellent listening skills, and the ability to provide and receive effective feedback.

- Demonstrated successful experience of prioritizing work, making decisions and communicating with others within a values framework of respect, equity, anti-racism, diversity and inclusivity.

Additional Requirements:

- Must be legally entitled to work in Canada, providing satisfactory documentation upon request.
- Ability to work both remotely and onsite as required, abiding by organization health and safety policies.
- Ability to declare personal Non-Conflict of Interest in execution of assignment responsibilities prior to assignment start.
- Provision of certification of AODA and OHSa online training course completion prior to assignment start.
- Satisfactory Background Checks, Technical Skills Evaluations, and Employment References as required.

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.

Please note that for this position, Marberg Staffing only accepts applications through [LinkedIn](#), [SCMAO](#) and [marberg.com](#).

Candidates are only contacted via official phone call or email from Marberg Staffing. Please disregard any initial contact through other mediums such as text message or social media.

Marberg is committed to supporting workplace diversity and inclusivity, to reflect the demographic profile of all Ontarians. Applications are encouraged from equity seeking groups including people of colour, Indigenous people, individuals with disabilities, and people from the LGBTQ2S community.