



**Supply
Ontario**

Supply Ontario is a new provincial agency with an ambitious mandate to transform and modernize the province's public sector supply chain management system.

Supply Ontario's vision is to build world-class capability that harnesses Ontario's buying power to enable economic development, province-wide resilience and value for Ontarians. We are currently establishing our initial operations, building our foundational infrastructure and planning for how the agency can best provide services. To learn more about Supply Ontario, please visit www.supplyontario.ca.

Contract and Purchasing Coordinator

Supply Ontario is seeking a Contract and Purchasing Coordinator to provide full cycle procurement and contract management support for all internal and corporate procurement plans, programs and services.

Reporting to the Corporate Procurement Lead, you will provide exemplary customer service and support to a variety of stakeholders including bidders and project managers throughout the procurement life cycle to ensure process integrity and compliance with directives, policies and procurement best practices.

In this role, your key responsibilities will include:

- Coordinating procurement contract requirements and activities to ensure timeliness and compliance for all projects.
- Act as first point of contact on the tender process, ensuring RFXs and the procurement process are in compliance with directives and that all vendors have access to a fair and transparent process.
- Maintain all procurement and contract documentation in accordance with Supply Ontario records management policies and audit requirements.
- Post RFX documents on Jaggaer and serve as point of contact.
- Provide guidance and support in the preparation and execution of contracts as well as through the bid evaluation to ensure process integrity.
- Track and report all stages of the project lifecycle, including project status reporting to management.

Successful candidates will demonstrate the following:

- Degree in Business Administration, Supply Chain Management or related degree, professional designation (SCMP) is preferred.
- Demonstrated experience in purchasing and contract management.
- In depth knowledge of supply chain management, procurement practices and contract management for the life cycle of procurement of goods and services.
- Excellent customer service, consultation, collaboration and relationship management skills.
- Excellent organizational skills to maintain all procurement and contract documentation and ensure repositories comply with Supply Ontario records management policies.
- Knowledge of procurement software – Jaggaer is an asset.



HR ASSOCIATES

Supply Ontario offers a competitive compensation package including benefits and defined benefit pension plan.

HOW TO APPLY: To apply, please click on the following link: [APPLY NOW](#) by **March 11, 2022**. We thank all applicants for their interest, however, only those selected for further consideration will be contacted. If you have questions, you can also contact Margaret Murphy at 416-237-1500 x.234 or margaret.murphy@hrassociates.ca.

Supply Ontario is an inclusive employer who respects equity, inclusion, diversity and anti-racism. Accommodation, if required, will be provided throughout the hiring process in accordance with the *Ontario Human Rights Code*.