City of PICKERING

One Team. One Vision. Infinite Possibilities

Employment Opportunity

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Senior Procurement Specialist

Department:	Finance
Classification:	1 Full-time, Permanent
Affiliation:	CUPE Local 129
Vacancy Reason:	New
Shift/Hours:	Monday to Friday, 8:30 am – 4:30 pm, 35 hours per week
Salary Range:	$48.53/hr. to $53.92/hr. (Union Pay Grade 20)
Work Location:	City Hall, One the Esplanade South, Pickering, ON (Hybrid Remote)
Apply to:	Elizabeth Nimmo – HR Generalist, Learning & Development
Date Posted:	Tuesday, November 17, 2026
Deadline to Apply:	Tuesday, December 1, 2026 by 12:00 noon

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Senior Procurement Specialist.

The incumbent performs a variety of professional and technical duties in the administration of various contracts and procurement of materials, commodities, supplies, equipment and services used by the City of Pickering. Primary duties involve consulting with internal clients on large-scale procurements to identify or clarify needs, establish and assess alternatives and develop plans for acquisitions, preparing contract language and detail specifications; feasibility studies to enhance and improve the efficiencies of the function; communicating with vendors, suppliers and contractors; analyzing price quotations, quality, suitability and availability of items or services; comparing specifications; reviewing requisitions and/or recommending substitutions in accordance with established deadlines; and confirming purchase orders.

Primary Responsibilities

- Provides customer support, facilitates and administers a variety of purchasing methods on bid solicitations including needs assessment, preparation of RFx documents, evaluation criteria, recommendations of acceptance and awards.
- Provides project guidance to customers on large-scale contracts and projects. Provides consultative advice on system concerns, policies, procedures and other related matters; assists with the interpretation of policy and procedures for customers; investigates vendor complaints to mediate disputes and recommends corrective action as appropriate, negotiates pricing and terms subject to requisite approvals.
- Prepares formal solicitation bid documents and administers process including evaluating submittals, making recommendations to client, and establishing and administering terms of purchase contract.
- Reviews requisitions for completeness, accuracy and compliance with existing policies, procedures and client budget limitations.
- Coordinates project specific activities relating to competitive bidding, negotiations and/or standardization projects to ensure specific customer needs are properly identified and successfully met.
- Participates in cooperative purchasing initiatives with other municipalities/government agencies to promote competition within the marketplace and achieve savings from joint purchasing strategies in areas such as, but not limited to, road salt, fuel, roads materials and paper.
- Utilizes electronic systems to access requisitions; ensures account charges and authorizations are in accordance with established policy and procedural guidelines and are coordinated with capital budget program, where applicable.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Post-secondary diploma in Supply Chain Management, Procurement, Business/Public Administration or a related discipline, or any combination of education, workplace training and experience deemed to be acceptable by the Corporation.
- A professional designation such as CSCMP, CPPO/CPPB or NIGP-CPP.
- Active member of Ontario Public Buyers Association (OPBA), The Institute for Public Procurement (NIGP) or Supply Chain Management Association Ontario (SCMAO).
- Three years experience in procurement in a computerized environment.
- Experience in a municipal or broader public sector environment is an asset.

Knowledge, Skills and Abilities

- Working knowledge of the following legislation, regulations, or acts, including but not limited to:
    - *Canada Free Trade Act*
    - Canada-European Union (EU) Comprehensive Economic and Trade Agreement (CETA)
    - Buy Ontario Legislation
    - *Ontario Construction Act*
    - Contract Law
    - *Municipal Act, 2001*
- Demonstratable proficiency with procurement policies, principles, methods and practices, to provide expert advice and guidance to clients in the management of procurement initiatives.
- Knowledge and understanding of the principles and practices of a centralized purchasing system, industry trends, current legislation, law of agency, contract law and purchasing code of ethics. Knowledge of Construction and related contracts would be an asset.
- Strong analytical, organizational, problem solving, presentation, customer service and negotiation skills.
- Advanced knowledge of computerized spreadsheet software, supplemented by working knowledge of SAP and bids & tenders.
- Ability to work with multiple priorities, conflicting deadlines under own initiative with frequent interruptions.
- Demonstrated ability to evaluate a multitude of criterion for purchase decisions and recommend appropriate actions.
- Ability to assess risks and advise clients in business decisions for procurement through the tendering process and the implications of the terms and conditions of contracts.
- Ability to acquire knowledge of products and services to plan procurement initiatives.
- Ability to work independently on assigned duties with minimum supervision and work effectively as a member of a team when required.
- Must be prepared to undergo a Criminal Reference Check as a condition of employment.
- Must have a personal vehicle for use in the performance of duties. Must possess a valid Class G Ontario Drivers Licence and provide ongoing consent to conduct Drivers Abstracts through the Ministry of Transportation. A clean driving record is preferred.

Compensation also includes a comprehensive benefits package, and an OMERS pension plan.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or hr@pickering.ca.

Pickering: A complete, world-class city… inclusive, connected, caring and prosperous.