



Job Posting

Buyer
Full-Time Permanent
(Salary Range: \$67,540.20 - \$76,021.40)
35 hours/week
Finance Department

The County of Grey is currently recruiting for the position of Buyer. Reporting to the Purchasing and Materials Manager, the Buyer will organize activities involved with the procurement process for the supply of goods and services for the County of Grey.

Position Overview

As a Buyer in our Finance Department your primary responsibilities will include:

- Perform large-scale centralized purchasing or contract administration for a multi-departmental unit that requires either items with similar or unique requirements or organization-wide services.
- Prepare and issue requests for quotations, tenders, proposals, expressions of interest, request for information and pre-qualifications and determines appropriate clauses to be included.
- Summarize, evaluate and recommend award of contracts to various departments for compliance post competitive process. Assist with preparation of recommendations for award of tenders and Request for Proposals for Committee concurrence.
- Negotiate purchase contracts, many times complex and sometimes highly technical or confidential, for items, materials or services specially designed for the user group.
- Assists with administration of contracts throughout duration of projects which includes monitoring vendor performance, revising contracts, renewing bonds and insurance.
- Participate in the review of all procedures for the procurement of goods and services and disposal of surplus assets and make recommendations for amendments.
- Review departmental purchasing requirements and determine contract terms and conditions required to ensure the safeguard of the County of Grey from legal ramifications or consequences.
- Provide professional guidance to staff within the various departments of the County on Purchasing policies and procedures, contract terms and conditions, specification writing and proposal evaluation.
- Invite, review, analyze and recommend bid awards and rejections.
- Research products, equipment, and services to ensure practicality, cost effectiveness and supply availability to the County of Grey.
- Respond to inquiries from user groups, contractors, elected officials and the public on procurement policies, procedures, services, products, tenders, and proposals.
- Maintain contact with salespersons, contractors, and vendors on products, services, trends and market conditions to determine the feasibility of current and future business opportunities.

Required Knowledge, Skills and Experience

- Professional Purchasing designation (ie. Ontario Public Buyers Association Certificate Program, Certified Public Purchasing Officer (C.P.P.O), or Certified Professional Public Buyer (C.P.P.B)) or similar designation.
- Demonstrated knowledge in accounting principles and procurement procedures normally acquired by the completion of a two-year Community College diploma in business administration or related field, or an equivalent combination of education and work experience.
- Candidates with a minimum of 3-5 years of experience in a Public Purchasing environment would be preferred.
- Excellent verbal and written communication skills.
- Experience in negotiations and contract preparation.
- Strong public relations skills for effective relations with staff, elected officials and the general public.
- Proficient experience in computer software applications such as Word, Excel, MS Outlook, Internet and database software programs.
- Candidates with experience using online bidding solutions would be preferred.
- Problem resolution oriented, good analytical skills and team oriented.

Information for Interested Candidates

A detailed job description and instructions on how to apply are available on the County's website, www.grey.ca/careers

NOTE: Proof of COVID-19 full immunization or proof of valid medical exemption is a requirement of employment at Grey County.

Candidates for the above position are invited to submit resumes prior to the submission deadline: **Wednesday October 5, 2022 at 4:30 pm.** To:

Sarah MacNeil, HR Business Partner

Grey County

595 9th Avenue East

Owen Sound Ontario N4K 3E3

Email:careers@grey.ca

We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance

Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.

Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.