



## **TOWN OF WHITCHURCH-STOUFFVILLE**

### ***Procurement and Risk/Insurance Management Coordinator***

#### **The Opportunity:**

Consider this new opportunity with the Town of Whitchurch-Stouffville, a beautiful urban and rural municipality in the GTA, with a current population of 39,000 and growing! With a bright future, the Town has been ranked in the Top Ten Ontario municipalities in which to invest by the Real Estate Investment Network.

Reporting to the Director of Finance, the position coordinates purchasing and risk/insurance services for the Town, and ensures procurement activity is fair, transparent and in compliance with trade agreements, Ontario Municipal Act and the Town's purchasing policy. The position is responsible for developing, implementing and monitoring policies, procedures and strategies to improve effectiveness and efficiency in line with industry and legislative standards, and preparing and monitoring the division budget.

#### **Qualifications:**

The preferred candidate will possess:

- Designation as Certified Professional Public Buyer (CPPB), Certified Professional Purchaser (CPP), or Supply Chain Management Professional (SCMP), or equivalent
- Sound knowledge of/experience in purchasing and Risk and Insurance Management functions, preferably within a municipal or public sector environment
- Thorough knowledge and understanding of relevant statutes, regulations and by-laws
- Proven skills managing quotation and tendering processes including resolving complex technical and regulatory issues and drafting, reviewing and evaluating RFxs; demonstrated ability to negotiate large, complex purchasing contracts;
- Strong leadership, facilitation and business planning skills
- Highly developed analytical, organizational and problem-solving skills, with attention to detail
- Excellent communication and presentation skills.
- Strong interpersonal and customer service skills, with ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
- Working knowledge of computerized purchasing software applications, with ability to optimize electronic tendering and bidding for the Town and contractors.
- Ability to work flexible hours to meet deadlines and peak workloads, as required
- Class G Drivers license, with reliable vehicle to use on corporate business

#### **The Bottom Line:**

We invite interested applicants to explore our Town and this exciting opportunity. Additional information about the municipality can be found at [www.townofws.ca](http://www.townofws.ca). Please forward your resume in confidence, identifying position applied for, by January 16, 2012 to:

Executive Assistant, Human Resources Services,  
Town of Whitchurch-Stouffville, 111 Sandiford Drive,  
Stouffville, Ontario, L4A 0Z8 or **Fax:** (905) 640-9259 or  
**Email:** [hr@townofws.ca](mailto:hr@townofws.ca)

We thank all applicants who apply for this position, but advise that only those applicants 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, 2001, S.O. 2001, c.25*, as amended and will be used for purpose of candidate selection