



APPLICATIONS ARE INVITED FOR THE POSITION OF:

**SENIOR BUYER
MATERIALS MANAGEMENT
CUPE LOCAL 1328 Office, Clerical and Technical Employees
Salary Range - \$2,190.84 - \$2,496.28 Bi-weekly
(Inclusive of Benefit and Pension Plan Entitlements)**

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

PLEASE NOTE: THIS IS A 12 MONTH PERMANENT POSITION

QUALIFICATIONS:

- Three (3)-year College Diploma in related field or equivalent
- Successful completion of the required educational modules of the Certified Supply Chain Management (CSCMP) designation program, or equivalent
- Minimum four (4) years of recent related experience in procuring goods and services
- Proficient in MS Office applications; SAP Materials Management Module experience an asset
- Strong analytical, negotiation and problem solving skills
- Excellent interpersonal, organizational and communication skills

DUTIES:

Under the direction of the Manager of Purchasing, the primary function of this position is to assist system users to define requirements and procure goods and services to support curriculum/classroom and departmental programs in accordance with applicable policies and procedures by:

- Assisting Board staff to obtain goods and services for classroom and departmental programs
- Preparing and issuing Tenders, Request for Proposals and Request for Quotations for goods and services
- Ensuring the conformance of procurement activity with Board policy
- Working with end users to establish criteria to contractors and suppliers as necessary
- Conducting needs assessment; developing a statement of requirements in conjunction with end users
- Issuing, receiving and analyzing responses to tenders/proposals/quotations
- Negotiating deliverables with suppliers and service providers
- Maintaining all documentation related to analysis, scoring and recommended award

- Preparing terms and conditions and purchase orders for goods and services purchased
- Tracking contract deliverables to ensure conditions are satisfied prior to payment
- Providing the input in developing and implementing improvements to processes and product specifications
- Conducting ongoing product evaluations and analyzing products to ensure products meet the quality and safety standards of the Board
- Resolving user complaints, expedite late deliveries and liaise with other school boards and associates to carry out cooperative purchasing ventures
- Maintaining vendors and commodity groups
- Performing other duties as assigned or required

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Friday, November 26, 2021**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=93cbc02d-98ca-4eae-983c-d16124fe9a27

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.

The Government of Ontario has implemented a COVID-19 immunization disclosure requirement for all publicly funded school board staff. Please be aware that all successfully recruited candidates will be required to complete TCDSB's COVID Attestation Declaration once hired. All new hires who are not immunized against COVID-19, will be required to undertake regular rapid antigen testing. Please note, you are not to forward proof of vaccination or medical exemption information at this time.