



Join our team as a:

**Procurement Services Manager
(Permanent, Full-time)**

The County of Middlesex is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life. Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, diverse educational opportunities and bountiful recreation and cultural choices in a picturesque setting.

The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

Overview of the Position

Reporting to the General Manager of Finance and Community Services, the Procurement Services Manager is responsible for the procurement activities of the County of Middlesex, including but not limited to developing and ensuring compliance with the purchasing policies, procedures, by-laws, standards and legislation; oversees the creation of tender and proposal process; and conducts negotiations with vendors and contractors.

The Procurement Services Manager will ensure compliance with public procurement requirements and to be accountable in maintaining an open and honest process that is fair, impartial and transparent for the County of Middlesex. The Procurement Services Manager may provide a wide variety of procurement support services for the lower-tier municipalities, as requested.

Additional details and a full job description are available at www.middlesex.ca.

What We Offer

Middlesex County provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The pay rate for this position is \$52.25 to \$61.12 per hour for 35 hours per week.

How to Apply

Interested candidates are invited to submit their cover letter and resume to **Rebecca Zeldon, Human Resources and Employee Wellness Advisor**, by email at hr@middlesex.ca by **4:30 p.m. on Wednesday, September 28, 2022**.

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This

information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.