



EMPLOYMENT OPPORTUNITY

Procurement Officer (Permanent, Full-Time)

About Middlesex County

Middlesex County 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, an array of 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.

Working at Middlesex County

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations. Join our team and build a rewarding career in a progressive workplace that fosters innovation and leadership.

Position Overview

Reporting to the Procurement Services Manager, the Procurement Officer is responsible for the supply and delivery of goods and services, and disposal of surplus for Middlesex County. The Procurement Officer will liaise with County departments and various external contacts to determine operational and functional requirements, business process improvement opportunities and prepares clear and accurate specifications. The Procurement Officer may provide a wide variety of procurement support services to the lower-tier municipalities, as requested.

Qualifications

- Three-year post-secondary diploma or a university degree in Business Administration, Public Administration, Commerce, Economics or related field.
- Working towards or completion of the Ontario Public Buyers Association (OPBA) Public Purchasing Certificate Program would be an asset.
- A Professional designation in one of the following would be an asset: the Supply Chain Management Association (SCMA) as a Certified Supply Chain Management Professional (SCMP), or the National Institute of Government Purchasing (NIGP) as a Certified Public Procurement Officer (CPPO).
- Two (2) years experience in a purchasing or procurement environment; preferably in a municipal setting.
- Experience participating in the full-cycle competitive procurement process.

- Experience in development and implementation of policies, procedures, processes, computer systems, internal control, and/or various acquisition methods.
- A valid “G” driver’s licence with a clean driver’s abstract, and access to a vehicle to travel as required to fulfil job responsibilities.
- Current Criminal Record Check that is satisfactory to Middlesex County.

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

What We Offer

- Competitive compensation: the pay rate for this position is \$32.56 to \$36.63 per hour for 35 hours per week
- Comprehensive health and dental benefits
- Ability to participate in the OMERS (Ontario Municipal Employees Retirement System) pension plan
- Employee and Family Assistance Program
- Flexible work opportunities
- Ongoing training and development

How to Apply

If you are interested in this opportunity, please submit your cover letter and resume to **Rebecca Zeldon, Human Resources Advisor**, by email at hr@middlesex.ca by **4:30 p.m. on May 10, 2024**.

We welcome all interested candidates to apply. If you do not meet every qualification in the job description but your skills and experience align well with the role, we encourage you to consider applying. You may be the right candidate we are looking for with this role or other roles at Middlesex County.

Accommodations

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.

Additional Information

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.