



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905- 677- 6270/ Fax: 905- 677- 6281/ Website: mnsinfo.org / Email: hr@mnsinfo.org

Position Title: Procurement Specialist

Position Type: Contract, Full-time (35 hours /week)

Reports to: Finance Manager

Location: Brampton/Mississauga

Salary: Commensurate with experience

Malton Neighborhood Services (MNS) is a non-profit charitable organization that provides a variety of programs and community support services since 1975. Eligible candidates are invited to apply for the Procurement Specialist position. This is a one-year (12-month) contract.

POSITION DESCRIPTION:

The **Procurement Specialist** position reports to the Finance Manager. This role is responsible for completing the administrative duties associated with purchasing and inventory management. The role will collaborate and support the Finance team. A background in the non-profit industry, organizational skills and strong research skills will help an incumbent be successful in this role.

RESPONSIBILITIES:

- Review all quotations for external procurement
- Purchase general materials or services relating to the delivery of human services in a community-based setting
- Invite tenders and assess requirements
- Establish delivery schedules
- Develop specifications for equipment, materials and supplies to be purchased
- Determine contract terms and conditions
- Award contracts or recommend contract awards
- Work with vendors to obtain best quality, delivery and prices
- Issue and administer purchase orders in accordance with policies and procedures
- Monitor suppliers to achieve procurement targets in price delivery and quality
- Participate in streamlining procurement and inventory management operations to improve performance
- Perform risk analysis identification and resolution of supply issues in order to meet commitments
- Work with internal and external stakeholders to resolve product issues
- Negotiate supplier agreements including long-term contracts
- Support the Finance Manager with ad hoc duties as required to meet business needs

REQUIRED SKILLS & QUALIFICATIONS:

- 5 years of procurement experience
- Bachelor's Degree in Business Administration or another related field
- Excellent interpersonal, problem solving, diplomacy and communication skills
- Strong financial and budget administration skills
- Excellent negotiation skills
- Demonstrated ability to work effectively in a fast paced, constantly changing environment
- Ability to build strong relationships with diverse groups of stakeholders internally and externally
- Highly detail-oriented with an ability to multi-task and work within tight deadlines
- Self-directed and self-motivated; ability to work both independently, and as part of a team
- Superior written and oral communication skills in English; demonstrated cross-cultural communication skills
- Ability to work successfully within the policies and guidelines of the Agency
- Demonstrated ability to operate effectively with available technology (MS Office Suite including MS Project, web-based applications, and data management, etc.)
- Possess a valid and current Criminal Records Check to be submitted upon hire.
- Ability to travel within Peel Region and the Greater Toronto Area on a regular basis; Valid Ontario Driver's License and access to a vehicle is an asset.

If you are interested in applying for this position, please submit your cover letter and resume via email to: hr@mnsinfo.org by **September 18th, 2020**. We thank all interested applicants; however, only those selected for an interview will be contacted.

Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us in writing and we will work to meet your needs. Thank you.