

Procurements Coordinator (Full-Time)

Reporting to the Procurement and Contract Supervisor, the Procurement and Contract Coordinator is responsible for all inbound/procurement and simple contract negotiations as well as the ongoing contract lifecycle management. The Procurement and Contract Coordinator will represent Community Care Durham and the Finance team in a professional, effective, and knowledgeable manner.

Responsibilities include but are not limited to:

Contract Management:

- Maintain day to day activities associated with post-award contract management and administration, such as tracking, insurance, WSIB, renewals, etc
- Identify and report on contracts that are expiring and require re-procurement

Procurement:

- Review and process purchase requisitions, purchase order adjustments, and purchase orders
- Consult with suppliers on price, availability of products, delivery schedules, etc.
- Select qualified suppliers, monitor, and assess performance and take corrective action when required
- Identify, research, and resolve problems relating to purchasing issues
- Maintain departmental communications on purchasing requirements
- Create and maintain the Company's Approved Vendors List
- Work closely with accounting team on purchase order payment

Inventory:

- Maintain an inventory of PPE, office supplies, capital assets and promotional materials
- Analyze historical sales and coordinate with staff to forecast future demand of various products
- Compile inventory reports
- Prepare and maintain purchasing files, reports and records
- Month end Reports for Management

Other:

- Troubleshoot problems, as they occur to ensure timely resolution
- Communicate with other departments and our vendor partners to ensure effective relationships
- Provide guidance to staff on the new procedures and processes related to the procurement process and purchasing needs, as required
- Manage WSIB Clearance Certificates for Vendors

Qualifications required:

- Minimum 2 years' recent related experience required and with a not-for-profit is an asset
- Purchasing certification/designation an asset



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- Intermediate to advanced capabilities and expertise in Microsoft office, Adobe Acrobat Pro, Google Suite
- Strong interpersonal and communication skills
- Detail oriented with an emphasis on accuracy and quality to complete work in a timely manner
- Good writing and proofreading skills of simple contracts, policies/procedures and collating survey/report results
- Able to decipher legal contract language in order to protect the company's interests, minimize risk and maintaining vendor relationships
- Strong organizational skills, including planning and forecasting
- Able to work independently as well as part of a team
- Demonstrate exceptional business judgement, creativity and thrive in a fast-paced, team environment
- Able to compose correspondence and build vendor relationships
- Able to successfully deal with conflict in an agreeable and professional manner
- Technology-focused with knowledge of internet research (project management tools)
- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adherence to COVID-19 safety practices including two doses of COVID-19 Vaccine (where medically able in accordance with our Immunization Policy)
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

Compensation: Starting at \$40,000 annually; three (3) weeks' vacation per year of work; 11 paid (including stat) holidays; health, insurance, and pension benefits when eligible.

* Pay will be commensurate based on education and experience

Please apply in writing referencing posting #2022-143 outlining qualifications and experience by 4pm on Monday, June 27th, 2022 to Human Resources, Community Care Durham email: careers@communitycaredurham.on.ca