



Contract and Purchasing Specialist **Bulletin No. D2022-71**

Contract Full Time Up to 12 Months	Salary \$83,204.20- \$94,560.09	Location North Bay
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Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? The District of Nipissing Social Services Administration Board (DNSSAB) prides itself on putting people first. Here at the DNSSAB, we strive towards a future of healthy, sustainable communities within our region. To achieve this, we are looking for a talented Contract and Purchasing Specialist to add to our exceptional Social Services team.

The Contract and Purchasing Specialist provides purchasing and contract management development, support and guidance to the management team. This position is responsible for developing and maintaining a contract management system, ensuring all contracts are current, properly executed, and in compliance with the contract terms and conditions. This position coordinates purchasing services in the procurement of goods, services and construction, and develops and maintains contract management and purchasing policies for the organization in compliance with current legislation and best practices.

Qualifications:

- Post-secondary Degree or Diploma or Certification in Law, Law Clerk, Paralegal, Contract Management, Supply Chain Management, Public Procurement, or Business Administration and/or an acceptable combination of education and work experience;
- Three (3) years of experience in contract coordination and/or purchasing is preferred, and knowledge of purchasing and procurement in the public sector is an asset;
- Self-motivated individual capable of working independently and in teams in a dynamic work environment, and able to prioritize workload to meet inflexible deadlines;
- Skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal and external stakeholders;
- The ability to communicate in French and English is an asset;
- Strong attention to detail, excellent presentation, organizational, time management, problem solving, decision making skills; and able to respond to issues using sound judgement;
- Proficiency in Excel with advanced spreadsheet skills, MS Word, PowerPoint, and Adobe Acrobat, and working knowledge of MS Project, MS SharePoint considered an asset;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- A valid Ontario driver's license and a vehicle for use on the job.

Must be legally eligible to work in Canada. Police Record Check within three (3) months is a requirement. Proof of Vaccination is a requirement.

Applications for the above position will **only** be accepted through the **Plum Recruitment Tool** up to **4:30pm, Thursday, December 22nd**. Please follow this link <https://bit.ly/3U6L7Ly> to **apply now!** You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.



Supporting Human Services in Our Community

The DNSSAB helps people put an affordable roof over their heads, makes sure ambulances take them to hospital when needed, assists in finding affordable childcare, and is there when a little support can make a world of difference during a difficult time.

Full-Time Contract Employees Enjoy:

- Paid Time Off
- Health, Dental, & Vision Benefits
- OMERS Pension (Jan. 1/2023)
- Employee Assistance Program
- Wellness Activities
- Annual Staff Development Day
- Long-Service & Retirement Recognition
- A Psychologically Safe Workspace
- The Right to Disconnect
- Commitment to Diversity & Inclusion

www.dnssab.ca