

King is Hiring
Procurement Specialist

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager of Risk and Procurement, the Procurement Specialist is responsible for the following:

- Supports the Manager in the maintenance of purchasing procedures, tendering processes, forms, and templates in conjunction with the Township's Procurement By-law, and recommends changes as appropriate/required.
- Provides full cycle procurement services for goods/services throughout Township operations in a variety of different category types.
- Coordinates and administering all aspects of the procurement process, provides direct advice, expertise and analysis to internal clients as well as answering vendor inquiries, while ensuring total compliance with the Township's Procurement By-law.
- Develops and prepares bid documentation (including advertising), attends site meetings, issues addendums, chairs proposal evaluation committee meetings, provides direction on conflict of interest, procedure processes and best practices when evaluating proposals, to ensure the process is free of bias and is fair to all Proponents, and posts results utilizing e-Bids & Tenders.
- Assists with bid submission analysis and contract award procedures, including notification to unsuccessful bidders.
- Reviews Quick Bids to ensure compliance with the Procurement By-law and issuance of POs as needed.
- Represents the Township on the York Purchasing Cooperative, participating in joint purchasing projects and identifying any opportunities for cooperative group buying partnerships and piggyback opportunities to maximize cost efficiencies.
- In collaboration with departments, provides vendor management support including sourcing, evaluation and resolution of supply performance or service problems.
- Provides guidance and support to clients on matters related to training and professional development, procurement procedures, the Procurement bylaw, and support.
- Coordinates the centralized sourcing of office and related supplies through the selected web-based service provider.
- Assists with coordination of the sale of surplus Township assets in compliance with related policies and procedures.
- Manages the Township's P-Card Program and reports any issues to the Manager.
- Processes vendor and EFT setup.
- Liaises with Accounts Payable regarding invoicing discrepancies and works to resolve issues.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- University Degree in Business Administration
- Completion or advanced standing in one of the following:
 - Certified Professional Public Buyer (CPPB)
 - Certified Professional Purchaser (CPP)
 - NIGP Certified Procurement Professional (NIGP-CPP)
 - Supply Chain Management Professional (SCMP); or equivalent.

- Four (4) years of related experience in a purchasing function, preferably in a municipal or public sector environment.
- Proven background dealing with a variety of commodity purchases for both goods and services.
- Purchasing experience in specification writing and interpretation.
- Knowledge and demonstrated experience in contract law, competitive bidding contract law, construction act, and trade agreements, e.g. CETA, CFTA and other federal and provincial legislative requirements.
- Advanced project management skills, organizational, analytical, negotiation, written and oral communication, interpersonal and report-writing skills.
- Intermediate to advanced knowledge of the Microsoft Office Suite (including Word, Excel and PowerPoint).
- Experience with eSolutions Bids & tenders and Microsoft (GP) Dynamics would be an asset.
- Detail oriented with advanced written, interpersonal and communication skills, project and time management, prioritization, analytical, conflict resolution and presentation skills.
- The ability to work independently as well as part of a team and demonstrating appropriate team leadership skills.
- Demonstrated knowledge of procurement principles and best practices.

Conditions of Employment:

- Work involves mental and visual concentration with frequent interruptions.
- Must be able to deal courteously and effectively with all levels of staff, the public, vendors and government agencies.
- A valid Ontario Class "G" driver's license, in good standing, with access to reliable vehicle for corporate use or the ability to travel safely and efficiently on Township business.
- Must be legally authorized to work in Canada.

Salary Range: \$77,168.00 - \$85,758.40 per annum (2025 Rate)

Vacancy Disclosure:

This posting is intended to fill an existing vacancy.

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on January 19, 2026**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.