

Contract Specialist
1 – Permanent Position
Purchasing Administration
CUPE Local 4400 Unit C – Grade N (12 Month)
\$41.02 – \$48.44 per hour

The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.

Reporting to the Assistant Manager, the Contract Specialist will be responsible for managing the procurement aspect of assigned commodities on behalf of Purchasing & Distribution Services. This will involve developing and managing the standardization of goods and services through the assistance of customer committees, developing bid solicitations (e.g. tenders, proposals, supplier qualifications, etc.), recommending contract awards and post award contract management.

Summary of Duties:

- Prepare and issue documents for competitive tenders, proposals, and quotations;
- Establish customer committees, where appropriate, to participate in the Request for Proposal/Tender process;
- Provide advice and guidance to all departments on purchasing policies and procedures to ensure compliance with public procurement requirements;
- Prepare qualitative and quantitative review of bids including summary, analysis, reference checks, and product evaluation;
- Make recommendations for contract award;
- Implement contracts - which includes contract preparation and related documentation, debriefing interviews - and vendor orientation;
- Ensure on-going contract administration for the term of the contract which includes contacting suppliers regarding tax inquiries, status reports, service calls, back orders etc;
- Perform periodic reviews of samples and company performance; conferring with vendors on discrepancies in shipments, substitution and other pertinent inquiries to ensure proper delivery;
- Prepare purchasing related correspondence and reports;
- Respond to telephone, written and direct inquiries from the public, suppliers and customers;
- Attend meetings (internal and external to Purchasing & Distribution Services – with staff, customers and suppliers);
- Provide guidance to junior staff;
- Participate in training and presentations for staff and customers;
- Plan & research to develop technical specifications and requirements;
- Liaise with customers, suppliers, other agencies, etc.;
- Investigate new sources and products, interview sales representatives and evaluate new products;
- Identify and assess risks associated with procurements to minimise/mitigate exposure to procurement litigation; and
- Other related duties as assigned.

Qualifications:

- Two-year community college diploma in Business Administration and a minimum of three years' experience in procurement and contract management in a public sector environment or an equivalent combination of education and experience;

- Detailed knowledge of contract law and extensive experience in the development of contracts;
- Detailed knowledge and understanding of the Broader Public Sector Procurement Directive;
- Knowledge and understanding of the Education Act (e.g. conflict of interest) and related Board policies and procedures;
- Excellent work organization and time management skills;
- Proficiency and expertise in the use of computer technology (e.g. word processing, e-mail, spreadsheets, databases and purchasing applications (SAP));
- Demonstrated communication skills including the ability to establish effective working relationships with all levels of staff, clients and vendors;
- Proven analytical, negotiation and organization skills;
- Ability to meet deadlines and deal with conflicting priorities and work demands;
- Proven problem resolution skills;
- Demonstrated ability to work well independently and in a team environment;
- Excellent work organization and time management skills;
- Ability to work with minimum supervision in a fast paced, flexible, challenging, progressive environment;
- Sound knowledge of vendor performance issues and risk management; and
- Ability to write related reports and documents.

Special Requirements:

- Some travel will be required to work sites throughout the TDSB system as well as outside supplier sites.

Assets:

- Attainment of a professional Purchasing designation (SCMP, CPPO, CPPB).

Location: 5050 Yonge Street/15 Oakburn Crescent (Wheelchair Accessible) (Hybrid Work Eligible)

Hours: 35 Hours per week

Work Year: 12 Months

Please note:

Applications **must** be submitted:

1. In résumé form with a covering letter as one single document to Application.Submission@tdsb.on.ca
2. With competition # **CUPE C-23-0299UE** in the subject line
3. Apply no later than 4:30 p.m. on **December 13, 2023**

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance, during the application process.

The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.