

June 10, 2024

**JOB OPENING: Temporary Assignment
Undetermined period**

(As soon as possible until December 2024, with the possibility of extension.)

**BUYER
Treasurer's Office and Material Resources**

NATURE OF THE WORK

Under the authority of the Division Head - Material Resources, the incumbent actively participates in procurement activities such as the analysis of routine purchase requests, the development of invitations to tender for first level orders, negotiation of prices and purchase conditions; in order to provide Town departments with the goods and services required for their operations at the best possible conditions.

The incumbent must ensure consistency in procedures for the acquisition of goods and services and compliance with the Cities and Towns Act in the use of public funds.

EXAMPLES OF TASKS PERFORMED

- Analyzes purchase requisitions or requests for replenishment submitted to him/her, groups them, corrects them, and completes them by having the user concerned specify the specific, nature, quality and use of the supplies or materials required;
- Analyzes, advises and suggests business alternatives that can meet the needs and expectations of applicants through procurement trends and practices, according to the policies and administrative procedures in effect;
- Organizes meetings with the various user departments in order to plan and propose modifications to the provisional supply schedule while considering seasonal factors, market availability and opportunities that best suit its customers;
- Develops and prepares invitations to tender for the orders under their control, according to the amounts provided for in the Policy; analyzes the tenders; determines the most advantageous tender and, if necessary, makes recommendations to the appropriate authorities;
- Establishes a list of potential suppliers capable of meeting the need by consulting available information (directories, catalogs, files) or by conducting market research;

- Researches and reviews current market data; maintains vendor product catalogs;
- Negotiates all purchase conditions and prices with suppliers based on the estimated value of the transaction;
- Drafts, in the form of a purchase order, the agreements, technical clauses and commercial terms of the transaction as negotiated between him and the supplier;
- In the case of store replenishment, analyzes data to determine the economic quantity to be ordered based on user forecasts, consumption history, replenishment lead times, and specific conditions and constraints; recommends the holding or removal of items from inventory based on consumption needs and established rules;
- Approves the documents giving effect to the transaction, according to the levels of delegation authorized by the Council;
- Solves, with the help of resource persons (users, suppliers, managers), problems of quality, delivery, delay, payment or other situations affecting the orders under its control;
- Validates the documents received by the user services (delivery notes and/or invoices) in order to execute the order receipt entry in the computer system;
- Monitors and evaluates supplier achievements and recommends changes to firm reliability status;
- Makes changes or corrections to orders under his/her control, when such corrections are warranted;
- Supports, in collaboration with the immediate supervisor, the implementation of cost reduction initiatives; identifies opportunities and develops strategies to achieve them;
- Collaborates in the establishment of new standards or processes leading to improved operations;
- Accumulates various data, prepares statistics, and writes briefing materials;
- Uses a variety of office automation devices to perform certain job-related tasks while using appropriate programming;
- Visit exhibitions, business shows, trade fairs and industries to identify potential sources of acquisition;
- Performs all other related tasks.

REQUIREMENTS

The successful candidate will meet the following conditions:

- Have a college diploma in business administration and have completed 6 to 9 credits* of courses in the procurement field.

** One (1) credit represents 15 hours of college or university level courses.*

Course credits obtained through the Purchasing Management Association of Canada (PMAC) program are recognized as

- Possess two (2) years of experience in a job related to the field of employment, particularly in planning, negotiating and concluding agreements and tenders in procurement.

Knowledge

- Business methods and practices in purchasing;
- Procurement specifics in the public organization;
- Excellent command of French in oral and written expression, particularly in terms of reviewing and writing tender documents;
- Proficiency in Word, Excel and Outlook (Intermediate level of knowledge).

Skills or abilities

- High level of service to the user-customer;
- To be tactful and courteous;
- To work under pressure of time constraints and with diligence;
- To show initiative and autonomy;
- Orientation to quality work/service;
- Priority management;
- Problem solving skills.

CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- A salary range from \$33.7681 and \$44.1412 per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- On-the-job training.

Please note

Applications will be accepted until **Tuesday, June 25, 16:30**. Interested candidates have to send their curriculum vitae and required documents to Sandra Grenier, Human Resources Advisor, by email at humanresources@town.mount-royal.qc.ca, mentioning the competition number **2024-26**.

Qualified applicants must be available for interviews.

The following tests must be passed:

- A Word test (beginner level);
- An Excel test (intermediate level);
- A written test of situational scenarios and knowledge related to purchasing.



Human Resources Department Town of Mount Royal

90 Roosevelt Ave.
Mount Royal (QC) H3R 1Z5
Tel.: 514 734-2980 Fax: 514 734-3082
humanresources@town.mount-royal.qc.ca

