



Kerry's Place Autism Services
EMPLOYMENT OPPORTUNITY #12-32

POSITION TITLE: **PROCUREMENT OFFICER**

LOCATION: KPAS Head Office - Aurora

POSITION STATUS: Full-time

HOURS OF WORK: 40 hours per week

CLOSING DATE: 4:30 pm, February 20, 2012

Key Responsibilities:

Reporting to the Chief Financial & Administrative Systems Officer, the Procurement Officer will provide leadership in the Management of Kerry's Place Autism Services procurement policies and procedures including: implementation project; develop, manage and/or support procurement initiatives; lead the implementation of an organization wide purchase order system; develop contract management process; develop document retention process for all procurement initiatives and supervise Facilities Manager.

Qualifications:

The successful applicant will have a minimum 5 years experience in a complex, decentralized procurement environment; experience with construction/maintenance procurement an asset; CSCMP designation strongly preferred; well developed leadership skills; proven team player with demonstrated experience in change management; strong verbal and written communication , people management and team building skills; strong strategic, financial, conceptual and analytical skills; public sector procurement experience an asset and familiarity with Broader Public Sector Procurement Directive preferred.

A valid Driver's License, with a minimum G2 standing and a reliable vehicle are essential for this position; must be able to travel within Ontario.

Send Resumes To: Recruitment Officer
Kerry's Place Autism Services
Email: resume.procurement@kerrysplace.org