

Procurement Specialist (Construction)

Procurement Services, Finance

[York University](#) offers a world-class, modern, interdisciplinary academic experience in Toronto, Canada's most multicultural city. As Canada's third largest university, York is at the centre of innovation with a thriving community of almost 60,000 faculty, staff and students who challenge the ordinary and deliver the unexpected.

The Finance Department holds fiduciary responsibility for this institution and provides a wide range of professional financial services, including: procurement, cash management, budget planning, accounting, reporting and risk management. The Information Technology Services group provides information technology support and services to the Finance Division. Our customers include the York University community, and external public and private sector entities.

In this excellent full-time opportunity the Procurement Specialist strategically procures goods and services on behalf of the University using the highest standard of business ethics, knowledge of various market trends; leverage strategic procurement power and design and implement new process methods of acquisition.

Education:

Certified Supply Chain Management Professional (CSCMP) designation, or Certified Public Purchasing Officer (CPPO). University degree or equivalent.

Experience:

Several years of related experience working at a senior procurement level within the broader public sector. Acquisition experience in the area of infrastructure/construction would be considered an asset.

Skills:

Demonstrated Skills: strong interpersonal skills to manage multiple internal stakeholders and external suppliers to ensure policy and contract compliance; superior planning skills; proven skills in managing simultaneous functions while working under pressure and adhering to difficult deadlines; senior level experience in preparation of complex requests for proposal/tender and contracts; superior analytical skills to assess acquisitions, market trends and conditions; excellent oral and written communication skills to teach and instruct on public procurement practices; knowledge of legal issues relating to contract and competitive bid law; creative problem solving; strong organizational skills; maintaining confidentiality; superior understanding of computer applications including spreadsheet software and online purchasing systems; familiarity with EDI applications; strong presentation skills; high ethical standards; commitment to customer service.

We offer comprehensive benefits and access to superb educational and recreational facilities. **For full position details**, qualifications and application procedures go to www.yorku.ca/jobs.

Posting Date:	January 12, 2012 Position is posted until filled.
Posting Number:	7538
Position Title:	Procurement Specialist (Construction)
Location:	Procurement Services, Finance
Salary:	Hiring Salary Range: \$71,768 - \$80,739 Maximum of Salary Range: \$98,681
Hours Of Work:	8:30 a.m. – 4:30 p.m.
Duration:	Full-time Continuing
Affiliation:	CPM Grade: F

HOW TO APPLY:

Please email a complete application package, which includes an [application form](#), covering letter and resume, and quote **Posting Number 7538** in the subject of the email to jobs@yorku.ca. **The application form and complete position details can be found at www.yorku.ca/jobs.**

Thank you for your interest in York University. Only those selected for an interview will be contacted. York University is committed to Employment Equity and encourages applications from all qualified candidates.