

**Waterfront Toronto** is chartered to put Toronto at the forefront of global cities in the 21<sup>st</sup> century by transforming the waterfront into beautiful and sustainable new communities and parks, fostering economic growth in creative industries, and ultimately defining how the city, province and country are perceived by the world. If you are interested in becoming part of this dynamic organization and welcome a challenging work environment, join us as a...

## **Procurement Manager**

Waterfront Toronto requires a highly experienced project procurement specialist to assist in the management and coordination of complex procurement requirements (e.g. multi-year consultant and construction contracts, project-related and construction manager contracts of multi-million dollar magnitude), in accordance with established procurement policies and procedures and industry best practices. Key responsibilities are as follows:

- Recommends procurement method based on specific requirements, procurement policy and best practices.
- Provides advice and specialist expertise regarding procurement process and documents.
- Issuance of procurement documents (RFPs, tenders, prequalifications), ensuring completeness.
- Leads and manages evaluation process including the facilitation of evaluation team meetings.
- Negotiates terms and conditions of contracts.
- Provides strategic, specialist advice and expertise to project managers, internal staff and external consultants.
- Monitors and manages conflicts.
- Analyzes Waterfront Toronto partners' procurement policies, procedures and practices to ensure compliance with obligations under Delivery Agreements.

### **Skills and Qualifications:**

- Proven experience, knowledge and interpretation of theories, principles and practices of procurement administration and management, preferably in the public sector involving construction, to provide specialist advice and guidance.
- Thorough knowledge and understanding of legal aspects of contracts.
- Strong understanding of and several years experience in managing the procurement side of construction manager contracts.
- Superior communication, interpersonal and negotiation skills.
- Leadership skills to provide advice, guidance and expertise in all areas of procurement.
- A post-secondary education and a purchasing designation would be an asset.

**Salary and Benefits:** We offer a competitive salary and benefits package.

Candidates should mail/fax or email their resumes and brief cover letter by June 30, 2011, **quoting File #5/11** to:

Human Resources  
Waterfront Toronto  
20 Bay Street, Suite 1310  
Toronto, Ontario M5J 2N8  
[careers@waterfrontoronto.ca](mailto:careers@waterfrontoronto.ca)



*We thank all applicants, however, only those selected for an interview will be contacted. We are an equal opportunity employer.*

**For more information visit our website at: [www.waterfrontoronto.ca](http://www.waterfrontoronto.ca)**