



**Position:** Procurement Coordinator  
**Term:** Fulltime  
**Location:** Toronto, Ontario, Canada  
**Reporting to:** Director, Procurement

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in urban design, real estate development, and leading technology infrastructure. Working with the community, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

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### **The Opportunity: Procurement Coordinator**

Waterfront Toronto is seeking a **Procurement Coordinator** to coordinate corporate procurements and the Vendor of Record program; prepare various reports and analyses; and support the Procurement team by undertaking a range of responsibilities related to the procurement modules of the ERP financial system.

### **Key Responsibilities:**

- Manage Waterfront Toronto's Vendor of Record (VOR) and blanket order programs, including leading all aspects of the procurement process, from initial documentation preparation to contract approval, award, and negotiation, in accordance with public procurement best practices and guides consistent with Waterfront Toronto Procurement Policy and Broader Public Sector Procurement Directive.
- Engage companies under government partners' VOR programs, including liaising with the counterpart at government partner, and Waterfront Toronto's review, approval, and execution of the necessary agreements process.
- Lead other procurement processes, with support from the Procurement Managers, in accordance with procurement best practices and policies.
- Prepare and submit various procurement and contracting activity reports for approval.
- Undertake a range of responsibilities related to the ERP financial system (D365) procurement module requirements as assigned.
- Provide support to procurement group management on various assignments, including regular reports using Power BI and other tools.

### **Skills and Qualifications:**

- Minimum 3 years of work experience in the field of public procurement.
- Relevant experience in the principles and practices of procurement in the public sector.
- Demonstrated experience in the principles and practices of contracting and contract management in the public sector, related especially to public works.
- Ability to understand and interpret large amounts of information, interconnectivity between various projects and financial systems, with processes and policies.
- Demonstrated ability to communicate effectively with internal and external stakeholders.
- Attention to detail is paramount for this position.

**Salary:** We offer a competitive salary and benefit package.

**Other Considerations:**

During this time, Waterfront Toronto is operating in a hybrid work environment with employees currently required to work in the office three days a week, for collaboration and engagement purposes. Employees have the option to work remotely for the remainder of the week. This is subject to change by the Corporation.

**Application Process:**

Candidates should email their resume and cover letter, together in one (1) PDF document to: [careers@waterfronttoronto.ca](mailto:careers@waterfronttoronto.ca), quoting **File #23-16**, by **Monday, September 25, 2023**.

Please indicate in your cover letter how you learned about the job posting and include the specific site or network.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

*Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities Act, 2005 (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs, up to the point of undue hardship.*