



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**PROCUREMENT SPECIALIST  
CORPORATE SERVICES DIVISION**

**ONE (1) PERMANENT FULL-TIME POSITION**

POSTING NUMBER: 49-2024	STATUS: EXTERNAL
POSTING DATE: JUNE 28, 2024	CLOSING DATE: JULY 5, 2024
AFFILIATION: UNION	HOURS PER WEEK: 35
SALARY GROUP: 10	HOURLY RATE: \$30.33 - \$37.14

**POSITION SUMMARY:**

Under the direct supervision of the Supervisor, Purchasing and Inventory Control, the Procurement Specialist procures goods and services in accordance with TBDSSAB policies.

**MAJOR RESPONSIBILITIES:**

1. Reviews and updates procurement specification details to tender documents.
2. Reviews, updates and posts procurement documents, drawings, and other relevant information.
3. Prepares, reviews compliance, and summarizes competitive bids and purchase orders in accordance with Procurement policies.
4. Facilitates the evaluation of bids, ensuring proper adherence to the Procurement policies.
5. Communicates with requesting departments and bidders, including answering questions, preparing, and posting addenda and notification of award.
6. Creates and records changes to capital and operational purchase orders.
7. Prepares contract orders and agreements with successful vendors and suppliers.
8. Coordinates move out request details and provides purchase order information to contractors in consultation with the Asset & Risk Officer
9. Inputs move out requests to corresponding purchase orders with all pertinent information.
10. Performs product research and selects sources of supply and qualified vendors.
11. Solicits quotes for goods and services based on specifications provided by requesting department.
12. Reconciles discrepancies between invoices and purchase orders.
13. Creates and updates vendor information in the accounting software system.
14. Performs such other related duties as assigned.

## QUALIFICATIONS:

### Education/Experience

- College Diploma in business.
- Three years' experience in the field of procurement.

### Skills/Abilities

- Demonstrated skill in both written and oral communication.
- Proficient in related spreadsheet software.
- Time management skills to meet required deadlines.
- Possess superior organizational and interpersonal skills.

## CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 1.
- Use of a vehicle may be required.
- Travel may be required.
- Must maintain confidentiality.

## HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number.

Applications may be emailed, faxed, or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, Ontario, P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the [Internal Application Form](#). Application forms are available on our website or are available for pickup at the TBDSSAB location. For more information on employment opportunities at TBDSSAB, please visit our [website](#).

## **ADDITIONAL INFORMATION:**

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan  
Ishkwaandemonan**

Opening Doors for You