

Are you passionate about protecting Ontario's environment? Do you go out of your way to reduce, reuse, and recycle, and envision a waste-free future? Are you ready to step into a new position where you'll have latitude to shape your contributions to a newly established and growing organization?

If you answered yes to those questions, then we'd like to hear from you.

We are the [Resource Productivity and Recovery Authority](#) (the Authority) and our vision is: "A circular economy today for a waste-free tomorrow."

Our mandate from the Government of Ontario is to advance a circular economy by enforcing the requirements of the [Resource Recovery and Circular Economy Act, 2016](#) (RRCEA) and the [Waste Diversion Transition Act, 2016](#) (WDTA), and their associated regulations.

We are looking for a smart, talented, and committed Procurement and Contract Specialist to join our growing organization. You will play an important role as part of a committed team supporting the government's efforts to create a clean and healthy environment for generations to come and establishing a new economy in which all waste is reused, recycled and reintegrated.

The role

Your goal in this position is to lead the procurement process across our organization. Using sound research skills, as well as aptitude in finance and accounting, you'll coordinate with suppliers providing everything from IT services and systems to construction companies to consulting firms to ensure effective, cost-efficient contracts that meet requirements and comply with procurement policies.

Succeeding in this role requires a strong analytic focus as you determine and compare potential suppliers on a range of objectives and metrics. You excel under tight deadlines and bring professionalism, strong communication and integrity to every interaction.

Beyond procurement activities, you will contribute to the long-term success of the organization by enhancing and developing the Authority's procurement and contract management policies and procedures. You will also identify areas for improvement and ensure compliance with current and new legislation. This is a challenging, intensive role in a fast-moving start-up environment. Your work will contribute directly to the success of our organization by ensuring each department maximizes its resources and opportunities.

Practically speaking, some of your responsibilities will include:

- Lead a full range of procurement processes for multiple departments, including requirement analysis, financial justifications, market research, bid/evaluation processes, and negotiation
- Compose RFP, RFI and RFQ documents

- Develop and implement contracts and service level agreements for the procurement of goods, services, and leases
- Review and update procurement policies and procedures for efficiency, while staying current on relevant legislation
- Compile all paperwork for contract awards, and coordinate all necessary documentation identified in tender documents
- Manage insurance renewals and administer corporate insurance policies
- Report regularly on insurance contract status/budget/forecasts/cost savings and other metrics
- Process month-end and year-end activities, including the preparation of reconciliations and audit packages
- Prepare clear, timely and accurate monthly, quarterly and financial reports including appropriate supporting analysis
- Process AR/AP

You'll be great at this role because you work well both independently and collaboratively, problem solve effectively, and make informed decisions. You're proactive, and always looking for the chance to make a difference.

Working at the Resource Productivity and Recovery Authority

This is a full-time, permanent position working Monday to Friday, 8:30am-5:00pm. We offer a highly attractive total compensation plan that includes a salary between \$62,000 and \$75,000 per year, benefits, a defined contribution pension, and three weeks of vacation.

We're also conveniently located on the Yonge subway line, at Sheppard Avenue, and we provide a monthly stipend if you use public transit to get to work.

This is a brand-new role, which means you'll have a say in how this position develops over time. If you've got ideas on how to make your job better, or how to expand your contributions, we want to know.

Working here means working in an entrepreneurial environment where you can hit the ground running and truly build your own role. You will be a part of a collaborative team, doing ground-breaking and meaningful work, with a critical environmental and economic mission.

Qualifications

- Post-secondary degree/diploma in business, supply chain management, project management, or a related field
- 5+ years' experience in a similar role that included an accounting/finance component
- Strong computer skills, and advanced proficiency in MS Office (formulas, functions, formatting etc.)
- Experience with forecasting and modeling tools
- Experience with regulatory documentation
- Experience and working in a project management role

- Strong knowledge of accounting concepts, techniques, and principles

Here are some things that will make you stand out:

- Any relevant certifications, including Supply Chain Management Professional (SCMP), Certified Supply Chain Professional (CSCP), Certified Professional Purchaser (C.P.P), or Certificate in Purchasing would be considered an asset
- Familiarity with relevant legislation, in particular the *Resource Recovery and Circular Economy Act, 2016* (RRCEA) and the *Waste Diversion Transition Act, 2016* (WDTA) would be an asset
- Accounting designation would be an asset
- Non-profit experience

How to Apply

Our online application will give you the option to apply to this role as a complete person – not just a resume. The application will assess your qualifications, personality traits and workplace preferences, and should take 10 to 15 minutes to complete. After submitting, you'll receive an email inviting you to log in and view your assessment results.

We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as women, visible minorities, Indigenous peoples, people identifying as LGBTQ2SI, veterans, and people with disabilities. If we can make this easier through accommodation in the recruitment process, please contact us using the “Help” button.

We will review applications, with priority given to those who have completed the assessment, and look forward to hearing from you.

Please submit your application by 5:00 p.m. on Friday, August 2.

[Apply now](#)