



The Town of Newmarket, Legal & Procurement Services  
Requires a **Senior Procurement Officer**  
RFT (35 hours per week)

### About Newmarket

The growing community of Newmarket is home to 90,000 people and located 40 minutes north of Toronto, in York Region. As one of the most densely populated communities in Ontario, Newmarket may be small in area, but BIG things are happening there. From the transformation of a community landmark, the Mulock Property, into Newmarket's very own Central Park to the renewal of the urban corridors to make them even more eclectic, vibrant, livable, and lovable – the Town of Newmarket is always looking forward.

We offer and value flexibility to support work/life balance and wellbeing, including flextime, compressed workweeks, and hybrid work. As we move, Newmarket is committed to evolving, growing, and trying new approaches, all while creating an environment for extraordinary public service.

### Job Description

Under the direction of the Manager, Procurement Services, the Senior Procurement Officer is responsible for the procurement of high value goods, services and construction for the Corporation, Newmarket Public Library, Elman Campbell Museum, Newmarket Hydro and Central York Fire Services.

### How do I qualify?

- Formal post-secondary degree in a Business, Commerce, Supply Chain Management or related field or a combination of education and demonstrated progressive public procurement experience to a senior level in a municipal environment or an equivalent combination of education and experience.
- Professional designation from a recognized professional Procurement association, such as the Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) designations.
- Thorough understanding of the practices, legislation and trade agreements governing Procurement and contracts as well as Insurance, Bonding and Occupational Health & Safety requirements.
- Working knowledge of the municipal government environment.
- Demonstrated computer skills inclusive of spread sheet applications, Microsoft Office (Word, Excel, Power Point and Outlook), and procurement systems including electronic bidding. Experience with JD Edwards and eSolutions Bids & Tenders would be an asset.
- Strong project management skills for working on major capital projects that requires both professional services and general contractor services.
- Excellent organizational, analytical, negotiation, facilitation, report writing, and a demonstrated aptitude for figures.
- Excellent written and verbal communication, public relations, and interpersonal skills.
- Ability to work effectively with members of Council and all levels of staff and vendors/contractors.
- Customer service oriented technical leader and strong team player.
- Ability to work independently as well as part of a team demonstrating appropriate team leadership skills.
- Available to work scheduled and unscheduled overtime as required.
- Knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act and Employment Standards Act and administrative bylaws.
- Valid Class "G" Driver's License in good standing with a reliable vehicle to use on corporate business.

**Salary:** \$87,229 - \$109,037

### How do I apply?

Please apply online at [www.newmarket.ca](http://www.newmarket.ca) by 5:00 p.m. on **June 10, 2025**, quoting the file number **25-119**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.