

Coordinator, Administration and Procurement
Toronto

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. More than 15,000 job seekers are served annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, ACCES receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto.

We are looking for a skilled and career-oriented individual who thrives in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

The **Administration and Procurement Coordinator** works closely and confidentially with the Senior Manager of Administration and is responsible for the smooth and efficient operation of administration and procurement functions in support of the organization.

Duties and Responsibilities:

- Act as the primary point of contact on internal and external communications for Central Services Administration.
- Maintain required financial and administrative archives and filing systems, including administering and reconciling of petty cash for Central Services Administration.
- Act as a lead in preparing and supporting meetings, events and other functions of Central Services Administration.
- Oversee the purchasing process of office supplies and other goods.
- Liaise with the IT Department regarding the needs of the five sites in terms of technology (e.g. telephone system, computers, and photocopiers).
- Handle confidential matters, including but not limited to reviewing budgets, vendor agreements, and proposals.
- Prepare, review and understand complex documents (e.g. contracts, proposals, tenders, terms and conditions).
- Provide those involved in supply chain with advice and guidance in the preparation of request for proposal specifications and evaluation criteria.
- Identify and assess legal risks associated with procurement in order to minimize/mitigate the organization exposure to procurement litigation.
- Ensure procurement compliance with the organization's Finance and Administration Policy, internal controls, By-law, the Broader Public Sector (BPS) Act, 2010, and supporting policies, protocols and standard operating procedures to achieve the goals of fair, open and transparent procurement opportunities and best procurement practices;
- Liaise with Property Management Company and Vendors as required.
- Comply with the ACCES Procurement Guidelines.
- Other duties as assigned.

JOB POSTING – Internal/External

Qualifications:

- Great analytical and critical thinking is a must.
- Post-secondary education. University degree or college diploma/certificate in business is an asset.
- Over 3 years' related work experience.
- Ability to multitask, prioritize, strong time management and problem solving skills and flexible to respond to time sensitive issues (sense of urgency) and frequently changing priorities while meeting competing deadlines.
- Demonstrated experience in purchasing and inventory control in a multi-site environment, is an asset.
- A professional who is results oriented, customer focused, team player, adaptable, innovative, takes initiative, is an open and effective communicator and values diversity.
- Excellent English verbal and written communication skills.
- Strong attention to detail and accuracy.
- Ability to handle the privacy of personal information and use sound judgment in protecting proprietary and/or confidential information related to business activities.
- Good negotiating and cost-control skills.
- Previous experience working in the not for profit sector and working with a diverse community is an asset.
- Ability to travel between ACCES locations, as needed.
- Flexibility to work occasional evenings and weekends.
- Proficiency in Microsoft Word, Excel and PowerPoint; and,
- Ability to work with minimum supervision in a fast paced, flexible, challenging, progressive changing environment.

Interested persons should send their resume with a covering letter

By **August 4th, 2017** to:

ACCES Employment Hiring Committee

By email: hr@acesemployment.ca

Please Note: This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.