

External Job Posting

Title: Coordinator, Administration and Procurement

Reports To: Manager, Administration and Procurement

Department: Central Services – Toronto

Contract Type: 1-year contract, with possibility of extension

Pay Range: \$70,000 - \$75,000

Organization:

ACCES Employment is a leader in connecting qualified jobseekers from diverse backgrounds with employers across the Greater Toronto Area (GTA), Ontario, and Canada. ACCES helps more than 56,000 job seekers each year at seven locations in the GTA. As a charitable not-for-profit organization, ACCES provides job search services that connect newcomers, jobseekers, youth, women, and refugees to jobs that reflect their skills and experience. We provide over 35 customized job search programs that meet the unique needs of our jobseekers. Our vision is to achieve a fully inclusive labour force that reflects the diversity, skills, and experience of Canada's population.

We are looking for people who thrive in a flexible and fast-paced environment. ACCES offers an excellent benefits package, an RRSP matching program, and an Employee & Family Assistance Program.

The **Coordinator, Administration and Procurement** supports the Manager, Administration and Procurement and is responsible for the smooth and efficient operation of administration and procurement functions in support of the organization.

Duties and Responsibilities:

Procurement Responsibilities:

- Ensure all procurement activities comply with the organization's Procurement Policy, Finance & Administration Policy, internal controls, By-laws, the Broader Public Sector (BPS) Act and BPS Procurement Directive, and procurement best practices to support fair, open, and transparent procurement processes.
- Assist in determining appropriate procurement methods and support the selection of qualified bidders in collaboration with the Manager, Administration and Procurement.
- Work with internal teams to develop procurement and contract documents, including reviewing and revising specifications, Instructions to Bidders, evaluation criteria, and vendor communications.
- Respond to vendor inquiries and provide support throughout the procurement cycle.
- Review Request for Proposal (RFP) submissions to assess compliance, determine responsiveness, and prepare summary results.

- Support the pre-qualification of contractors/vendors when required.
- Coordinate the preparation and issuance of addenda, final contract documents, amendments, and approvals.
- Review contract terms and related documents to identify risks and support mitigation strategies to reduce exposure to potential disputes.
- Maintain organized procurement files in accordance with established protocols.
- Support continuous improvement of procurement processes, workflows, and standard operating procedures.

Administrative Responsibilities:

- Oversee monthly recurring invoices and expense submissions, ensuring accuracy, proper documentation, and timely processing.
- Manage memberships and subscriptions.
- Liaise with the insurance carrier to Request Certificates of Insurance (COI) as required.
- Maintain filing systems and archives; coordinate meetings, training sessions, and support general administrative needs of the department (e.g. centralized purchasing of office supplies, workstation equipment, coffee supplies).
- Perform other duties as required, including occasional travel between locations and occasional evening or weekend work.

Key Qualifications:

- Post-secondary education in Business Administration or a related field (or equivalent combination of education and experience).
- Certified Professional Purchaser (CPP) or Certified Supply Chain Management Professional (CSCMP) designation is an asset.
- Minimum of 3 years of related administrative and/or procurement experience; experience in the non-profit sector is an asset.
- Knowledge of procurement processes guided by the Broader Public Sector (BPS) Act and related administrative procedures.
- Familiarity with ERP systems, SharePoint, and online procurement platforms is an asset.
- Strong proficiency in Microsoft Office (Word, PowerPoint, and advanced Excel).
- Excellent written, verbal; ability to develop meeting materials and facilitate training as needed.
- Strong interpersonal skills, including conflict resolution, problem-solving, and negotiation; ability to support continuous improvement initiatives.
- Demonstrated judgment and discretion when handling confidential information.
- Strong organization and time-management skills, with the ability to manage competing deadlines.
- Ability to work independently in a fast-paced, flexible, and evolving environment.



We are currently on a hybrid work schedule, working in the office and from home. This hybrid work schedule is subject to change based on business requirements.

Job Application Instructions

Interested candidates are invited to submit their resume and a cover letter to the **ACCES Employment Hiring Committee** via email at hr@acesemployment.ca. Please indicate the position of interest in the subject line of your email.

Please Note:

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

Candidates who are contacted may be requested to complete a screening video interview using Spark Hire.

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

ACCES Employment is committed to equity, diversity, and inclusion in our workplace and in our recruitment processes. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons and, persons with disabilities.

Equity, Diversity, and Inclusion are central to our mission, values, and operations. We foster an inclusive workplace where every employee feels a sense of belonging. Our diverse team generates innovative solutions to complex challenges, supporting our vision for an inclusive labour market in Canada. We recognize the value of workplace diversity and leverage it to develop services that meet the broad needs of our clients. Through partnerships and effective service delivery, ACCES promotes equity for marginalized populations.

Accessibility and Accommodation: ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. Please advise our HR representative or hiring manager of any accommodation measures that are required. Information received relating to accommodation measures will be addressed confidentially.