

The District Municipality of Muskoka is currently recruiting for a Purchasing and Risk Management Advisor



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

As the Purchasing and Risk Management Advisor, you will facilitate the procurement of goods and services on a departmental and corporate basis in accordance with the Procurement by-law, District policies, and legislation. This role will be responsible for the provision of insurance related services for claims management and coordinate risk management activities for the District in addition to assisting with management of the non-operational aspects of the District fleet.

What you will do:

- Ensure compliance with District Procurement by-law and any associated policies and procedures.
- Provide professional procurement advice and work in partnership with internal customers and the Legal department in developing tenders, quotations and Request for Proposal specifications.
- Develop cooperative or bulk purchasing strategies and alliances with appropriate purchasing partners, including the area municipalities.

What you will need:

- Three (3) year college diploma in business/ public administration, procurement & supply chain management, economics, or a related field.
- Certification through the Supply Chain Management Association of Canada and/ or the Risk & Insurance Management Society of Canada is considered an asset in this position.
- Four to five years of progressive related experience.
- Well versed in municipal purchasing procedures, fleet and risk management, municipal insurance requirements and procedures.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a **permanent full-time** opportunity at the District. The annualized compensation range for this role is **\$74,264 - \$87,436**. The District is also proud to offer the following to our permanent employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the "How to Apply" instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday April 29, 2022 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.