

## **Specialist, Procurement**

Full time, Permanent

### **eCampusOntario**

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 54 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

## **Specialist, Procurement**

### **Position Summary**

The Specialist, Procurement will act as the primary resource for the development and administration of eCampusOntario's procurement processes, procedures, and solicitation documents (e.g., Request for Proposals, Request for Quotation, Request for Supplier Quotations etc.) in compliance with internal procurement policies and provincial regulations including the Broader Public Sector (BPS) Accountability Act and the BPS Procurement and Expense Directive.

Reporting to the Head of Finance and Administration, the Specialist, Procurement will lead vendor communications and vendor performance monitoring, while ensuring that employees adhere to procurement processes, legal regulations and ethical sourcing practices. They will also be responsible for the administration of software and membership subscription procurements and renewals; updating procurement trackers and documents; and day to day procurement related duties, as assigned.

## **Accountabilities, Duties, and Responsibilities**

- Lead the full-cycle procurement process, including preparing procurement postings, documentation, contracts, vendor communications and contract renewals.
- Maintain an effective and efficient procurement process of goods and services, and in accordance with the Broader Public Sector (BPS) Accountability Act and the BPS Procurement and Expense Directive.
- Provide research and input into the financial sourcing aspects of contracts and calls for tender when information is not readily available.
- Identify cost-reduction opportunities and participate in contract pricing negotiation with vendors and suppliers.
- Leverage eCampusOntario's buying power to optimize costs, assess new suppliers and vendors, reduce lead time, and guarantee supply and services.
- Responsible for the eCampusOntario Procurement inbox by reviewing and responding to inquiries from internal and external stakeholders, maintaining a high-level of service delivery.
- Develop and maintain relationships with existing and potential suppliers and vendors.
- Update procurement trackers and documents.
- Lead Bonfire software application administration.
- Notify the Senior Leadership Team of any possible obstacles to ideal efficiency of the supply chain process.
- Guide and lead internal stakeholders (employees) to ensure adherence to procurement processes.
- Collaborate with internal stakeholders to understand their procurement needs and communicate supplier information effectively.
- Lead the drafting of procurement contracts in collaboration with business unit leaders.
- Provide administrative support on initiatives projects and functions, including supporting the finance team.
- Perform Accounts Receivable invoices billing, collection, and deposit recording.
- Assist Accounts Payable processing and prepare journal entries when required.
- Assist the Analyst, Finance with office administration duties and responsibilities, and provide back-up support as required.
- Comply with non-disclosure agreement and adhere to the highest standards of ethics, integrity, and confidentiality.

## **Education, Professional Designations, and Development**

- Bachelor's degree in commerce or economics or equivalent combination of education and experience.

## **Experience**

- A minimum of two (2) years' experience in procurement, finance, or related roles, preferably in the postsecondary education or technology sectors.

## **Skills**

- Proficiency in MS365 (Outlook, Word, Excel, PowerPoint, and SharePoint) required.
- Excellent interpersonal and teamwork skills, with the ability to handle highly confidential data and records required.
- Advanced communication skills to clearly articulate requirements and expectations from suppliers and stakeholders.
- Understanding and drafting of legal contracts.
- Excellent organization and time management skills required.
- Procurement specific software fluency is considered an asset (i.e., Bonfire, MERX).
- Familiarity with the Broader Public Sector Accountability Act and the Broader Public Procurement and Expense Directive.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples.

## Application Process

Candidates are invited to email us at [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca) (subject **Specialist, Procurement**) with a Cover Letter and Resume attached as a **single PDF file**, titled "**Last Name, First Name.pdf**".

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter. The base salary range for this position is \$66,594.96 - \$83,243.44 CAD. The range displayed on each job posting reflects the target for new hire salaries for the position; within the range, individual compensation is determined by job-related skills and knowledge, and relevant experience.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

Posting will be open from **Tuesday, August 12, 2025 to Friday, September 19, 2025 11:59PM EDT. Anticipated start date is late-fall 2025**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

## Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

## Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact [talent@ecampusontario.ca](mailto:talent@ecampusontario.ca)

## Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities. Our current in-person work requirement is two (2) days per month (minimum) which may be changed at any time to meet our evolving organizational needs.

**For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>**