



Supervisor, Procurement - Project Management Office

Looking for a career with a dynamic organization that is committed to protecting wildlife? We are interested in dedicated individuals who are positive, enthusiastic and passionate about wildlife conservation and protecting our planet.

Our Toronto Zoo is a mission-based, not-for-profit organization whose mission is connecting people, animals and conservation science to fight extinction.

Our Toronto Zoo serves more than 1.2 million guests each year on over 500 acres and the foundation of all of our work is based on four cares:

We care about our animals
We care about our team
We care about our guests
We care about our community

We strive to have this caring culture grounded in the principles of equity, diversity and inclusion. We commit to collaborating with our teams, guests and community to reflect and celebrate the rich diversity of Toronto and Canada.

As a world class accredited zoo and part of the global conservation community we work with the World Association of Zoos and Aquariums and the International Union for the Conservation of Nature and collaborate with governmental agencies, conservation and science non-governmental organizations and corporate and academic partners to share our knowledge and learn from each other to enhance our collective impact.

We are currently embarking on our new Master Plan and creation of a Community Conservation Campus. As one of the GTA's Top Employers we are seeking an experienced Supervisor, Procurement – Project Management Office (PMO).

Position Overview:

Reporting to the Controller, this position is responsible for project specific procurement activities related to construction projects. The Supervisor, Procurement – PMO will be the link between the Project Management team and the Finance Team to enable efficient execution of the overall tendering process. The position manages the full procurement processes within the Project Management Office including capital, operating and technology projects. The role will be involved in drafting and processing procurement documents in alignment with established protocols and policies based upon the Project Management team requirements. The This role may be involved in other PMO projects as required.

Key Responsibilities:

Prepare and issue RFT, RFP, RFQ and quote documents for planned projects based upon inputs from the Project Management Team in coordination with established processes from the Finance Team.

Prepare pre-qualification documents and oversee the prequalification process for contractors and consultants based upon inputs from the Project Management Team.

Prepare and issue any required addenda for tenders based upon inputs from the Project Management Team.

Manage and monitor the tendering progress. Compile and relay the relevant feedback in a timely manner to the Project Management Team. Respond to tender queries as required.

Prepare contracts for tender award, including all contract amendments and addenda. Follow up on in house approvals and final signatures to ensure timely execution and distribution.

Track project related purchases, maintain and monitor budgets for all projects, and provides budget updates to the Finance Team.

Qualifications:

Must possess a post secondary diploma/degree in a construction related field, with a specialization in Construction Law and / or Quantity Surveying - or equivalent amount of training and experience.

Experience in Tendering and Procurement Management.

Training in Contracts Administration strongly preferred.

Must have a minimum five (5) years practical experience in Construction Procurement.

Must be experienced in reading and interpreting architectural, structural, mechanical, electrical, civil, and landscape drawings.

Knowledge of Project Management Office Procedures, Constructions Methods, Project Planning and related procedures is beneficial. PMI designation preferred.

Must be able to communicate effectively both orally and in writing with good presentations skills.

Must be knowledgeable in the use of computerized programs and systems, including MS Word, Excel and E-mail.

Must have a Class G Driving License with clear driving abstract.

Must have a working knowledge of the WHMIS Legislation, Ontario Occupational Health and Safety Act, Ontario Building Code, Ontario Fire Code, and Ontario Regulations Regarding Construction Projects as they apply to repairs, renovations, and new construction for facilities and site services.

Must be willing to work occasional weekends and holidays.

If interested in this position please submit your resume and cover letter to:

Philip McDougall
pmcdougall@mtsrecruiting.com
(905) 477-3315, Ext. 301

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Toronto Zoo provides accommodation for employees with disabilities, as defined under the Ontario Human Rights Code. If contacted for an interview, and you require specific accommodation for the interview process because of a disability or a medical need, then please advise the person contacting you of your requirements, so that arrangements can be made for the appropriate accommodations to be in place before you begin the interview process.

The Toronto Zoo respects the principles of equity, diversity and inclusion and seeks to model these principles in all that we do. We are committed to fostering an inclusive workforce where all employees feel respected, supported and valued. We strive to create an environment that represents the rich diversity of our guests and our community and encourage applications from all qualified individuals who can contribute to enhancing our commitment to equity, diversity and inclusion. Applications are especially encouraged from racialized persons/persons of colour, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and women.

Please be advised the Toronto Zoo requires mandatory COVID-19 vaccinations for employees.