



DRNPHC is in the people business and believe housing is a human right! We make lives better every day by providing affordable rental housing at our 18 properties throughout the Durham Region. Our property complexes, with a mix of apartment buildings and townhomes, help us to meet the needs of Durham Region's diverse population.

We are growing our 1,200-unit portfolio through innovation and the expertise of a solid team of employees who passionately care about making a positive impact each and every day.

The **Purchasing Specialist** is a new position created to complete the purchasing and coordination of goods and services for the maintenance and operations of spaces and facilities of DRNPHC-owned buildings.

The person fulfilling this role will be the key developer of vendor relationships that support the day to day facilities management and DRNPHC's 10 Year Sustainability Strategy. An addition of expert skill set and full-time focus in this role will ensure costs are contained and in line with operational budgets.

Core Job Functions

- Develop and execute an end-to-end procurement strategy; taking into account the marketplace and the needs of the organization.
- Collaborate with internal and external stakeholders to forecast supply needs and source appropriate vendors in alignment with organizational policies and procedures.
- Issue requests for quotes and proposals and respond to vendor inquiries.
- Manage and maintain vendor relationships, and assess market conditions to ensure goods and services are available when needed. Identify potential roadblocks and develop contingency plans.
- Negotiating and drafting contract terms and conditions in compliance with all related laws and regulations. Ensure that suppliers have the requisite quality programs.
- Prepare documents to obtain purchasing approvals as required per organizational policy
- Monitor progress and resolve difficulties related to products and services during and after delivery.
- Develop and maintain annual, quarterly, and monthly reports to analyze and evaluate supplier performance, budgeting, etc.
- Administer contracts to ensure contractual obligations are fulfilled, including reviewing claims and payments. Ensure vendors adhere to contract conditions including jurisdictional requirements.
- Check invoices for accuracy. Process and pay invoices for purchased goods and services in line with set payment timelines.
- Maintain clear and organized records.
- Other duties as assigned

Celebrating Over 30 Years of Service

Qualifications

The person in this role will have a background or combination of experience in non-profit housing, supplier relationship development experience, and/or project management.

- A minimum of 3+ years of demonstrated Procurement / Supply Chain experience
- Proven ability in managing multiple projects of complex scope simultaneously
- Results-orientated with the ability to plan and deliver against project deadlines
- Solid negotiating and conflict resolution skills
- Excellent written and oral communication skills
- Must have strong interpersonal skills
- Analytical, numerically astute with strong proven problem-solving abilities

HOW TO APPLY:

Please visit the 'About Us' section of our website for more information.

www.durham-housing.com/

As an employer, Durham Region Non-Profit Housing Corporation is committed to build an organization that reflects the diversity of our tenants and communities we serve. We encourage applications from qualified individuals who represent diverse communities.

Accommodation for a disability will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources, who will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable the applicant to be assessed in a fair and equitable manner.

Please submit your resume and cover letter (as one document) as soon as possible to:
Human Resources

Email: careers@durham-housing.com

Fax: 905-436-5361

Durham Region Non-Profit Housing Corporation
28A Albert Street, Oshawa, ON L1H 8SC

Please quote the job posting number (JP22-12) in the subject line with your submission; consideration will be given as applications are received.

Celebrating 30 Years