



Mosaic Transit Constructors (Mosaic) - a consortium comprised of Aecon, Dragados, and Dufferin – is partnering with Metrolinx and Infrastructure Ontario to design and build the transformative Finch West Light Rail Transit (LRT) system in the City of Toronto.

Position: Procurement Specialist

Reports to: Procurement Manager

Role Location: Toronto, ON

Essential Functions:

The Procurement Specialist will be responsible for providing support to the Procurement Manager for all phases of subcontractor and vendor recruitment on the Finch West LRT project. The chosen candidate must have experience working in a construction environment with subcontractors, suppliers and vendors. The ability to assign and review work with peers as required and to direct Coop Students to assist in daily tasks.

Duties:

- Create New Purchase Orders (PO).
- Administer and facilitate the tender process and contract preparation from tender initiation, through tender evaluation, to awarding of the contract to ensure transparency, accountability and the highest standard of professionalism and probity.
- Monitor and maintain the contracts register and other associated procurement registers to ensure accurate and up to date records.
- Prepare packaging requirements when required.
- Following up with suppliers to ensure PO's and contracts are signed back.
- Follow up on pending shipping documents from suppliers.
- Verify all shipping documents.
- Ensure payments are processed in a timely manner.
- Follow up with suppliers to ensure containers are released in a timely manner.
- Notify sales when advised of delays.
- Track special rebate.
- Work with documentation team for the issuance and processing of lines of credit.
- Processes repack.
- Additional duties as required.

Required Knowledge, Skills and Abilities:

- Post-secondary education and/or work experience in a related field.
- 3 to 5 years' minimum experience working in procurement and estimating.
- Experience working in a construction environment is a requirement.
- Sound knowledge of MS Office suite, including Word and Excel.



- Exceptional time management skills and the ability to work independently and as part of a team, able to work on multiple projects at the same time.
- Results oriented with the ability to effectively manage and multi-task priorities and timelines
- Adaptable and flexible to an ever-changing environment.
- Excellent communication skills (co-workers, clients, vendors, and regulators)
- Additional experience within a specialty area is preferred – such as with Rail & Trackwork, Railway Systems vendors, Building trades & Building Interiors.
- Strong negotiation skills and analytical and problem-solving skills are required.
- Knowledge of procurement best practices, import regulations, competitive bidding, market
- Understand Supply Chain Management processes and integration points.
- Investigative and analytical skill set to achieve problem root cause identification and solution.

Other attributes:

- Ability to use take-off measurement software such as Bluebeam, AutoCAD and integrate with estimating spreadsheets, working familiarity with civil estimating software such as Heavy Bid, Bid to Win, Hard Dollar etc., is an asset.

Working Conditions/ Physical Effort:

- Able to perform in a fast-paced environment and to traverse the 11-km project site alignment to meet with subcontractors as required.

Extent of Internal/Public Contact

- Mosaic staff including design, construction, scheduling, document control, safety, estimating, quality control.
- Clients, vendors, and suppliers as required

Mosaic offers a competitive compensation and benefits package in a fast-paced work environment. We are looking for innovative, forward-thinking people who enjoy challenge and want to work on leading-edge infrastructure projects.

To apply for this position, please submit resume online to: workforce@mosaictransit.com

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.