



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 and suppliers. The position requires technical proficiency and commercial acumen. The candidate will also provide support to the procurement team.

Duties:

- Implement elements of the project procurement plan in accordance with approved project policies, procedures, strategy and budgets
- Work collaboratively with key project stakeholders to ensure requirements are captured in the total cost of ownership solution
- Responsible for preparing the sourcing strategy and corresponding Request for Quotation (RFQ) packages, coordinating with Engineering, Construction and other disciplines to obtain technical and other related documents for the RFQ, and issuance of the RFQ through the selected Quotation system
- Responsible for the commercial evaluation of Quotations and coordinate with Engineering and Construction to make a recommendation for award which will be submitted to the Procurement Manager and Senior Management for review
- Directly communicates with bidders, suppliers, subcontractors, specialty consultants on all procurement related matters.
- Prepare and maintain necessary bid inquiry documents, bid tabulations and vendor selection recommendations.
- Assist in contract negotiations and preparation, including approvals of contract documents, subcontracts and purchase orders.
- Ensures that all Agreements are completed in accordance with the contractual terms and conditions and are completed in accordance with the Commercial policies and Project schedule
- Coordination of expediting with respect to the delivery of supplier equipment and materials delivered to site.
- Responsible for the complete life cycle of purchase orders and subcontracts
- Transfer of executed subcontracts to the Subcontract Administration team
- Support the Procurement team on daily activities 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
- Experience working in a construction environment is a requirement.
- Sound knowledge of MS Office suite, including Word, Excel and PowerPoint.
- 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 and effectively manage priorities.
- Ability to manage and coordinate competing organizational needs
- Knowledge and experience with strategic procurement process, procurement best practices, import regulations, competitive bidding, market conditions, general contract terms and conditions
- Strong communication skills
- Ability to distill strategy into a clear, compelling and concise narrative
- Ability to analyze complex data and derive well supported linear and non-linear premises
- Additional experience within a specialty area is preferred – such as with Rail & Trackwork, Railway Systems vendors, Civil, Regulated Utilities, Building trades & Building Interiors.
- Integrative thinker and negotiator; ability to flex his/her style to suit situational contexts
- Demonstrated, formal problem-solving skills



Other attributes:

- Lead stakeholders and suppliers without explicit authority
- Deliver a total cost of ownership solution that meets or beats the budget

Working Conditions/ Physical Demands:

- Able to perform in a fast-paced environment and meet with internal stakeholders and subcontractors as required.
- Prolonged periods of focus and in-depth analysis

Extent of Internal/Public Contact

- Mosaic staff including design, construction, scheduling, document control, safety, estimating, quality control, maintenance, finance.
- External vendors, subcontractors 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.