



Job Posting: Temporary Procurement Officer

JOB TITLE:	Temporary Procurement Officer
REPORTS TO:	Director of Asset Renewal
SALARY RANGE:	\$29.66 - \$33.70 per hour.
HIRING RANGE:	\$29.66 per hour.
COMPETITION:	2026-11
POSTING DATE:	April 21, 2026
CLOSING DATE:	May 5, 2026

THIS POSTING IS FOR ONE (1) TEMPORARY FULL-TIME POSITION FOR UP TO TWELVE (12) MONTHS.

Reporting to the Director of Asset Renewal, the Procurement Officer is responsible for undertaking a wide variety of procurement related activities as the primary liaison to departments and divisions by adhering to corporate purchasing policies and procedures.

Who We Are: London & Middlesex Community Housing (LMCH) provides 3,282 housing units across 32 properties to more than 5,000 people. Those who call LMCH home are a diverse cross-section of individuals including families, seniors, adults, and new Canadians, all of whom are living with limited income. At LMCH, we believe that housing is the foundation of a better tomorrow.

Mission: To provide clean, safe and well-maintained homes, to meet the needs of the people we serve in our communities.

Vision: To build inclusive communities where safe, affordable, and accessible housing is the foundation for positive change.

LMCH Values:

To	Collaborate
To be	Accountable
To be	Responsive
To promote	Equity



1. PURPOSE OF THE JOB:

This position will demonstrate compliance, understanding, and adherence to public purchasing requirements, supply, and delivery of goods and services, in addition to the disposal of surplus for all departments of LMCH, while maintaining an open and honest process that is fair, impartial, and transparent.

This temporary, full-time unionized position will liaise with various government and non-government bodies to determine operational and functional requirements, business process improvement opportunities, and prepare clear and accurate specifications, all while adhering to LMCH's Procurement Policy.

This role is integral to ensuring that appropriate legal clauses are incorporated into our quotes, tenders, proposals, expressions of interest, requests for information, and pre-qualifications. The Procurement Officer will be relied upon to recommend strategic policy and procedures updates to the Director of Asset Renewal as it relates to the procurement process.

2. KEY DUTIES AND RESPONSIBILITIES:

- To act as a liaison to departments/divisions in providing advice and guidance on corporate purchasing policies, principles, and procedures
- Work with and understand a department's requirements, determining potential sources for the supply of goods or services.
- Adhere to LMCH's Procurement Policy.
- Work collaboratively with Project Management to support and administer the Capital Project Process within our ERP System and provide detailed status updates.
- Good understanding of cost management and contract negotiation.
- Process requisitions/requests from departments/divisions in coordination with other LMCH staff according to corporate policies regarding scope of services, product quantities, quality of service, and delivery schedules as needed.
- Ensure that all assigned projects (tenders, proposals or quotes/qualifications, inventory counts) are completed on schedule.
- You will also provide procurement services to a variety of LMCH departments within LMCH. The role includes publicly procuring materials, supplies, services, and equipment in a manner that supports LMCH's tenant-focused culture.
- Prepare and issue requests for quotations, tenders, proposals, expressions of interest, requests for information, and pre-qualifications, and determine appropriate legal clauses to be included. Issue letters of notification and/or intent, award, and

regrets to proponents, manage vendor records for purposes of procurement tracking and reporting.

- Obtain and maintain commercial and technical specifications ensuring they are following standing collective agreements, legislation in effect, trade treaties, case law, and LMCH's policies and procedures including Fair Wage and Human Rights and Fair Access, as well as ensuring awarded vendors are compliant with Workers Safety Insurance, bonding, statutory declarations, and other requisites.
- Summarize, evaluate, and recommend award of contracts to various departments for concurrence. Prepare recommendation of award of tenders and Request for Proposals to Director of Asset Renewal for approval.
- Prepare Legal Agreements and contract documents for approval in collaboration with the Director of Asset Renewal
- Oversee and maintain of all documentation related to contract administration including but not limited to all legal documentation, safety documentation, WSIB forms, liability, automobile and professional insurance policies, Material Safety Data Sheets, and other Ministry documentations.
- In coordination with other LMCH staff, secure Performance, Labour, Materials Bonds, and Bid Deposits, and monitor them for compliance to each project.
- Negotiate terms of procurement for sole source items and Request for Proposals according to PBSP guidelines.
- Guide and/or conduct pre-bid conferences, site meetings, evaluation reviews, proponent interviews, and debriefing sessions upon request through the procurement process applicable to each process.
- Attend site information sessions pertaining to tenders and other purchasing related matters as required
- Locate and maintain reliable sources of supply for various commodities. Interview sales representatives and suppliers and access the internet to keep abreast of market conditions, new products, and best practices.
- Advise staff and vendors on the applications and interpretations of current customs, excise, and sales tax regulations as well as government legislations.
- Data collection and analytical review to provide forecasting and statistical information for yearly budget projections.
- In coordination with other LMCH staff, act as the first line contact with vendors or clients regarding billing concerns.
- Ensure compliance with licensing laws, health and safety, and other statutory requirements. Ensure appropriate documentation is completed to meet insurance policy requirements.
- Reconcile statements for invoices and purchases on credit cards.
- Participate in Purchasing Co-operative initiatives as needed.



- Coordinate, recycle, and maintain control and disposal of surplus material, equipment, and supplies throughout the Corporations, Boards and Commissions.
- Liaise with Inventory team regarding additions/deletions to inventory.
- Maintain current knowledge and understanding of relevant trade agreements and regulations as applicable.
- Other duties as assigned.

Contract and Procurement Administration

- Administer, coordinate, and support the tender process for Capital & Recurring Tenders and Pre-qualification Agreements, this includes:
 - Maintain all Contract files for Capital & Recurring Tenders and PQ Agreements
 - Maintain and up-date listing of contractors and consultants for a bidders list
 - Prepare advertising for Capital & Recurring tenders and PQ Agreements.
 - Assemble tender packages (drawings, specs, envelopes etc. for contractors, includes electronic versions)
- Issue tender packages and collect document fees; prepare and record all tender opening information and act as Custodian for Bid and Performance Securities

Specific Tasks Related to Contract and Procurement Administration

- Verify proper completion and financial portion of tenders
- Issue purchase orders, letter of tender awards and regrets
- Ensure that appropriate payment certifications are on file and statutory declarations are attached when appropriate
- Ensure that each project has an appropriate administration file including project charter and accountabilities.
- Collect, record, and monitor Contractors and Consultants WSIB Certificates of Clearance and Liability Insurance to ensure continuance of operational functions
- Other procurement duties as assigned

3. EDUCATION, EXPERIENCE, & QUALIFICATIONS:

- Post-Secondary degree/diploma in fields such as Public Administration, Purchasing / Supply Chain Management, or Business Administration.
- Certified Professional Public Buyer designation (CPPB), or Certified Supply Chain Management Professional (CSCMP) designation considered an asset.
- At least three (3) years progressive experience in procurement with experience in accounting, economic analysis, pricing, sourcing of supplies, negotiations, service



and repair, contract law, and legal considerations, preferably in the broader public sector.

- Knowledge of e-sourcing tools.
- Knowledge or familiarity of public procurement process and laws would be an asset.
- Must possess research and analytical skills, with a good understanding of basic market trends in the procurement of goods and services relative to LMCH's operations e.g. repairs to assets; client services, etc.
- Demonstrated proficiency in MS Software packages as well as project management tools.
- Must possess a valid driver's license, have access to a reliable vehicle, and carry adequate insurance.

4. WE CARE PHILOSOPHY:

The incumbent contributes and supports the overall culture and working environment of the agency by:

- Having a working knowledge of cultural, social, and demographic patterns relating to vulnerable priority populations.
- Committing to harm reduction and low-barrier service, as well as non-violent crisis intervention, de-escalation, and supporting citizens.
- Committing to work in a diverse, interdisciplinary setting.
- Understanding and being sensitive towards the belief systems of other groups, the complexity of those facing poverty, and their individual unique strengths and needs.
- Setting an example of a strong work ethic and positive team attitude.
- Working with diverse communities with sensitivity, creativity, innovation, language, and cultural understanding in a non-judgmental manner.
- Must be able to work outdoors in all weather conditions, navigate uneven ground, climb stairs, perform minor physical duties, see, and hear well in changing conditions

5. POLICE RECORDS CHECK:

This position requires the successful candidate submit a current Police Records check and Vulnerable Sector Screening from their local police service. A current LMCH employee who is the successful candidate for this position must also provide this document *unless* it is already on file and *not* more than one year old.

6. SALARY & HOURS OF WORK:



Hourly rate range \$29.66 - \$33.70 per hour (Band 7). You will receive 4% in lieu of benefits and 4% vacation pay on each pay.

Normal working hours are 8:30 AM to 4:30PM, Monday to Friday with some work required outside of this schedule from time to time.

WHAT'S NEXT:

Once you apply, we will review your resume and cover letter to determine if your skills and experience match the qualifications for the role.

Only qualified candidates will be contacted for next steps.

If you move forward, the process may include an interview, written/practical test, and reference check.

Here's your chance to bring your knowledge and expertise to our team and contribute to providing better homes and better neighbourhoods. When submitting your cover letter and resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting.

A cover letter and resume must be received by 4:30pm, May 5, 2026.

Late applications will not be considered.

Please send your cover letter and resume to the attention of:

Spencer Harrold
Human Resources Assistant
London & Middlesex Community Housing
1299 Oxford Street East, Unit 5C5 London, ON, N5Y 4W5
E-mail: employment@lmch.ca

London & Middlesex Community Housing (LMCH) is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.



We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Please advise if you require an accommodation during the selection process.

Thank you for your interest in London & Middlesex Community Housing!