



## Employment Opportunity

### Procurement & Agreements Coordinator Permanent Full-time, Salary Level 4 \$58,000-\$73,000

The County of Annapolis is currently seeking a Procurement and Agreements Coordinator to join our team! This is an opportunity to work amongst the breathtaking natural beauty of the Bay of Fundy shoreline and the lush Annapolis River, where you will be captivated by coastal communities, towns, village, historic properties and stunning parks that are the pride of our county. Annapolis County is an ideal location to live, work and play.

Reporting to the Director of Finance, Procurement and Agreements Coordinator shall be responsible for overseeing the Municipality's tendering program, providing oversight of the Municipality's insurance oversight program, receives and processes public complaints related to insurance and liability, establishes and implements a municipal procurement policy, advances a sustainable procurement program and evaluation matrix, conducts regular staff training and public educational programs concerning purchasing, maintains a master list of all contracts and agreements, oversees an electronic document management system for agreements, coordinates property and building appraisals, and works with external agencies to establish standing offers, and local real estate services. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output, subject to approval by their supervisor.

#### Qualifications:

Candidates for this position must possess, as a minimum, an undergraduate degree in business, procurement, or law, coupled with specialized technical training in real estate appraisals, property law, surveying, public sector procurement program, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years of experience working in a procurement or real estate field, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

A complete Job description can be found on our website: [www.AnnapolisCounty.ca](http://www.AnnapolisCounty.ca)

#### **This employment competition will remain open until the position is filled**

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***Applications will not be accepted via Social Media (Facebook)***

The County of Annapolis thanks all those for applying but only candidates selected for an interview will be contacted.

**[www.AnnapolisCounty.ca](http://www.AnnapolisCounty.ca)**

