

Strategic Sourcing Advisor

Position Status:	Permanent
Posting Status:	Open
Location:	(On-site) 26 Prince Andrew Place, North York, ON, M3C 2H4
Salary Band:	\$86,379 - \$127,288 per year
Hours of Work:	36.25 per week
Posting Date:	July 28, 2026
Closing Date:	Applications will be accepted until the position is filled

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda.

At the heart of our work is a commitment to democracy – making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Strategic Sourcing Advisor plays a key role in leading strategic sourcing and procurement initiatives that support Elections Ontario's operational objectives and mandate.

This position is responsible for developing sourcing strategies, leading competitive procurement processes, and managing end-to-end sourcing activities for a diverse portfolio of goods and services. Working closely with stakeholders across the organization, the Strategic Sourcing Advisor will deliver procurement solutions that provide value for money through fair, open, and transparent procurement practices.

The role provides expertise in strategic sourcing, supplier negotiations, contract development, and supplier performance management while driving continuous improvement and operational effectiveness across the organization.

What you can expect in this role

- Plan, develop, and implement comprehensive sourcing strategies, while enhancing existing initiatives to improve efficiency, effectiveness, and continuous improvement across the strategic sourcing program at Elections Ontario.



- Lead research activities and maintain current knowledge of supply and demand management practices for goods and services.
- Identify and lead sourcing initiatives that deliver optimal value through fair, open, and transparent public procurement processes.
- Lead cross-functional project teams through all phases of the strategic sourcing lifecycle and manage end-to-end procurement activities for high-profile, high-risk, and high-value initiatives.
- Gather business requirements and define deliverables, evaluation methodologies, pricing models, risk mitigation strategies, supplier performance measures, and procurement approaches.
- Champion the adoption of procurement technologies across the source-to-contract and procure-to-pay lifecycle.
- Collaborate with a wide range of business areas that support Ontario's provincial elections and electoral processes.

What you need to qualify

- Demonstrated knowledge of professional purchasing, procurement, supply chain management methodologies, theories, and best practices.
- Minimum 5 years of progressive sourcing and procurement-related work experience.
- Completion of, or advanced enrollment in, a recognized professional procurement/supply chain management/purchasing designation is an asset.
- Demonstrated expertise in key sourcing and procurement disciplines, including sourcing strategy development, RFx development, supplier negotiations, contract development and management, and supplier performance and risk management.
- Experience leveraging procurement technologies across the source-to-contract, procure-to-pay, and automated workflow lifecycle.
- Strong commitment to compliance with procurement policies, operational guidelines and business processes governing public procurement in Ontario.
- Sourcing and procurement-related work experience in the public sector.
- Strong analytical and problem-solving capabilities.



- Superior verbal and written communication skills.
- Excellent interpersonal and negotiating skills involving commercial, external and internal stakeholders.
- Strong planning, project management and organizational skills in a fast-paced and fluid environment.
- Proven ability to deliver on project management accountabilities in a cross-functional environment and to work effectively in teams.
- Strong attention to details.
- Experience working collaboratively with individuals and groups from a wide variety of backgrounds and organization levels, to incorporate their ideas, adapt to their needs, and to form consensus in appropriate situations.
- Experience working in large, complex organizations including the ability to operate independently and under pressure to manage multiple concurrent tasks and responsibilities, and to deal with changing priorities, while maintaining personal effectiveness.
- Experience in building strategic working relationships.
- Demonstrated ability to think and act strategically.
- Must be legally entitled to work in Canada.

This role requires in-office presence five (5) days per week. There is no hybrid option.

The successful candidate will be required to complete background and social media checks as part of the recruitment process.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one PDF attachment, using format: **EO-2026-97, First Name Last Name** in the subject line, to jobs@elections.on.ca.

*Applications will be accepted until the position is filled.

Please note: Applications without a cover letter will not be accepted.



We thank all applicants for their submission, but only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal-opportunity employer. We are committed to fostering an inclusive, equitable, and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the Ontario Human Rights Code, we provide accommodation for applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.

At Elections Ontario, all resumes are screened by the Talent Acquisition team and Hiring Managers, without the use of AI. Criminal record checks also do not use AI. However, AI technology is used when conducting social media checks.

Elections Ontario posts salaries in accordance with ESA pay/transparency legislation. Individual salaries within the anticipated salary range are determined through various factors, including but not limited to internal equity, education, relevant experience, knowledge and applicable skill sets.