vineland
RESEARCH & INNOVATION CENTRE

Career Opportunity

Position: Procurement Coordinator
Group: Operations
Position Type: Contract
Contract Term: 6-12 Months
Hours of Work: 35 hours/week
Job Grade: AD4
Annual Salary*: $60,115 - $91,231 (*commensurate with experience)
Expected Starting Salary: $60,115
Job Posting #: JP-31-2026
Posting Dates: 2026 11 16 – Until Filled

Procurement Coordinator
Operations

Come join Canada's leader in horticultural research and innovation and grow your career with us!

Vineland Research & Innovation Centre (Vineland) is a uniquely Canadian results-oriented organization dedicated to horticulture science and innovation. We are an independent, not-for-profit organization, funded in part by the Sustainable Canadian Agricultural Partnership (Sustainable CAP), a five-year, federal-provincial-territorial initiative. We deliver innovative products, solutions and services through an integrated and collaborative cross-country network to advance Canada's research and commercialization agenda.

Vineland is situated on treaty lands. These lands are steeped in the rich history of the First Nations including the Hatiwendaronk, the Haudenosaunee, the Anishinaabe and the Mississaugas of the Credit First Nation. Many First Nations, Métis and Inuit people from across Turtle Island live and work in Niagara today. Vineland stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live. As treaty people, residents, and caretakers, we are committed to continuous learning and a deep respect for Indigenous people, culture and history.

What we're looking for…

Reporting to the Director, Operations, the Procurement Coordinator is responsible for developing and facilitating the formal procurement processes to obtain goods and services on behalf of the Corporation and ensure compliance with established policies and procedures.

The Procurement Coordinator will provide consultation services, technical advice and guidance to all functional groups including determination of appropriate methods and sourcing strategies; provide research and analysis of markets, trends, prices, and costs, as well as development and review of term contracts.

What you'll do…

- Facilitate the procurement process on behalf of the Corporation.
- Develop solutions and provide recommendations related to procurement processes.
- Support relationships related to the procurement process.

What we need from you…

- Post-Secondary Degree in Finance, Business Administration, Materials Management, Purchasing and Supply Management or other related field.
- Supply Chain Management Professional designation (CSCMP) is an asset.
- Purchasing Management Association Certificate would be an asset.
- Demonstrated experience negotiating agreements.
- 3+ years of related procurement experience.
- Experience interpreting and executing complex legal agreements.
- Advanced knowledge of end-to-end procurement procedures, techniques and methodologies.
- Working knowledge of contract law, trade agreements, tax legislation, and risk management as it relates to bidding and contract management.
- Knowledge of importing goods through brokerage firms.

*(*A more comprehensive position outline is available upon request.)*

vineland
RESEARCH & INNOVATION CENTRE

Career Opportunity

Why work for us…

Our people are the most important asset in achieving our goals and are known in the world for their excellence in science and entrepreneurship. Our staff enjoys an exciting and challenging work environment noted for collaboration and knowledge sharing.

Vineland strives to create an environment that brings the power of diversity to life. We welcome applications from all qualified candidates including women, Indigenous peoples, members of visible minorities and racialized groups, persons with disabilities, persons of the 2SLGBTQIA+ community, and others. In accordance with all applicable provincial accessibility standards, accommodations are available upon request for candidates taking part in all aspects of the recruitment, selection and/or assessment process.

And there's more…

- Flexible work arrangement
- Competitive Salary
- Employee perks
- Company Events

If selected to join our team:

You will be required to present proof of education (original transcripts/credentials). Credentials obtained outside of Canada require an evaluation to determine the Canadian educational equivalence. This evaluation must support the educational requirements for the position as a condition of employment. For further information, visit: World Education Services at: http://www.wes.org/ca.

Contact us…

We look forward to hearing from you!

Vineland is located at 4890 Victoria Avenue North*, Vineland Station, Ontario, Canada.
*(*Please note that this location is not accessible by public transportation.)*

Website: www.vinelandresearch.com
E-mail: careers@vinelandresearch.com

We appreciate all applications received; however, only candidates selected for an interview will be contacted. We confirm that we do not use AI in screening, assessing or selecting candidates; and this position is an existing vacancy.

For more information on Vineland Research and Innovation Centre, visit us at www.vinelandresearch.com.

JP-31-2026
Procurement Coordinator
November 16, 2026