



DISTRICT OF SAANICH
FINANCE
PURCHASING SERVICES

PROCUREMENT SPECIALIST 2 Permanent Full Time Positions

Are you passionate about supply chain, providing excellent customer service and looking for an opportunity to work in a hands-on fast-paced environment while being an integral part of the Purchasing Team?

Incorporated in 1906, the District of Saanich is the largest municipality on Vancouver Island. Our community mixes urban and rural neighbourhoods with 172 parks, more than 100 km of trails, four recreation centres, numerous beaches and amenities for all ages. Entrepreneurs, artists, community-builders, farmers and families call Saanich home. More than 124,000 people live here giving us the largest population on the island. We border six other municipalities, including British Columbia's capital, Victoria.

The Purchasing Services Section is seeking two Procurement Specialists to provide professional procurement services to municipal departments in accordance with the commitment to ensure best value for money expended on goods, services, and construction. The successful candidates will provide professional advice and strategic guidance on purchasing issues and the contracting process while considering Saanich policies, Canadian and International Contract Law, Trade Agreement rules and obligations, and best practices. This includes assessing department business needs, performing research/analysis of products/services, preparing documents such as pre-qualifications, request for quotations, tenders, request for proposals (RFP), contracts, and contract extensions. Candidates will need to be service focused, adaptable and a proven problem-solver. Extensive public experience would be an asset.

Requirements include the *equivalent of all the following qualifications*: Grade 12; two year diploma in a related field plus a recognized purchasing designation/certification (e.g., Supply Chain Management Professional (SCMP) Accreditation); minimum four years of complex technical purchasing experience including construction tendering, preferably in a public environment; and a valid Class 5 B.C. Driver's Licence. An equivalent combination of education and experience may be considered.

The successful candidates will work Monday to Friday, flexible hours between 7:30 a.m. – 5:00 p.m. (7 hours per day, 35 hours per week). This position is eligible for a modified work week offering flex days after the completion of a 12 month probationary period.

These are C.U.P.E. Local 2011 positions with a wage of \$46.47 per hour and an excellent benefits package. Job description and competition information can be found at www.saanich.ca. **Please apply by 11:45 p.m. on Sunday, May 28, 2023 quoting competition 23161 to:** Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7. As a component of the selection process, testing will be conducted. Only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2023.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR @saanich.ca](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.