



Position Title: Buyer I

Position Status: Full-Time Regular

Department: Procurement & Real Estate Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T25 \$3,205.95 - \$3,785.23 bi-weekly

Our Procurement & Real Estate Services Department is seeking a Buyer I with experience in the procurement of Operations & Maintenance products and services. You can deliver strong procurement knowledge in the category of Corporate Services and maintenance, repair and operating goods and services, as necessary for the functioning of a regional district. This position will be part of a team dedicated to supporting all departments in the acquisition of capital procurement.

You are: An experienced procurement professional with strong communications skills, sound knowledge of all applicable regulations and policies, and works well in a fast paced environment.

This role:

- In conjunction with client departments, prepares detailed specifications and related documents; assists in the preparation of criteria of acceptable vendors; arranges for calling of selected and advertised tenders; ensures all information is uniformly distributed; analyzes bids as to price, quality, quantity, future availability, past performance, etc.
- Independently, or in conjunction with client departments, interviews suppliers, negotiates satisfactory price discounts, terms, delivery methods and dates and related items; determines the most appropriate source of supply.
- Drafts contract language according to precedent; researches and obtains information and material required from a variety of sources.
- Reviews all tenders, requests for proposal and contracts to ensure appropriate purchasing treatment including levels of indemnification and to verify required insurance and bonding certification; administers and monitors awarded product and service contracts.

- Performs research and analysis of products and services, and prepares reports and recommendations on purchasing of same; provides assistance to client departments regarding purchasing matters.
- Liaises with external and internal contacts such as engineers, architects, project managers, contractors, suppliers and lawyers.
- Maintains purchasing records and prepares summary statistical and information reports.
- Performs related work as required.

To be successful, you have:

- Completion of the 12th school grade supplemented by courses in a recognized purchasing program, such as completion of the majority of courses leading to a diploma in the Supply Management Training program of the Supply Chain Management Association, plus considerable related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the policies and procedures governing municipal purchasing.
- Considerable knowledge of the sources, quantities, types and prices of products and services required.
- Considerable knowledge of market conditions, price trends, business conditions and governmental regulations affecting the work.
- Sound knowledge of the functions and requirements of the departments served.
- Sound knowledge of contract law, negotiation, and corporate insurance.
- Ability to evaluate quality, price and service factors to determine quality and suitability of all products and services.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare specifications and related documents for a variety of products and services and to monitor and administer such contracts.
- Ability to study and review market conditions and prepare reports and recommendations on purchasing matters.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an

accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 13, 2024.