



DISTRICT OF SAANICH  
FINANCE  
PURCHASING SERVICES

## **BUYER**

### **Permanent Full Time Position**

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,500 members, our greatest asset is a high performing workforce. Recently named one of BC's Top Employers for 2024, we provide a collaborative, exciting and progressive work environment that consistently attracts top-quality people, enables them to perform at their best and grow their skills. Our competitive wages, excellent benefits package, generous pension plan, flexible work program supporting an inclusive work environment and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

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? Then the District of Saanich wants to hear from you! We are looking for a permanent full-time Buyer to join our Purchasing Services team to provide procurement services to municipal departments in accordance with the commitment to ensure best value for money expended on goods, services and construction. The Buyer will provide advice and 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.

Qualified candidates have completed Grade 12 or equivalent; a certificate or one year post-secondary education in a related field (Business Administration, Finance); diploma of Supply Management from Supply Chain Canada; and minimum three years' purchasing experience, preferably in a public environment. An equivalent combination of education and experience may be considered.

In addition, qualified candidates will have working knowledge of all procurement methods, (sourcing, selecting and evaluating), competitive bidding laws of Canada, contract formation, logistics, transportation, quality management, inventory management, and whole-life costing.

The successful applicants will work Monday to Friday from 8:30 a.m. - 4:30 p.m. (35 hours per week) with the possibility of flex days and a modified work schedule. Occasional work from home is available depending on work assignments.

**This is a C.U.P.E. Local 2011 position with a wage of \$38.84 per hour and an excellent benefit package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply by 11:45 p.m. on Thursday, May 30, 2024 quoting competition 24146 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7.** As a component of the selection process, testing will be conducted. Although we thank all applicants for applying, only those under consideration will be contacted.

**The District of Saanich is recognized as one of BC's Top Employers for 2024.** 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).

Applying from out of town? Take a look at what Saanich has to offer! [bit.ly/NaturalSaanich](https://bit.ly/NaturalSaanich)