

Procurement Analyst (Permanent, Full-Time) - 1391

Close Date

August 29, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

If you are looking for an exciting opportunity to work in a municipal environment, the City of Kamloops Planning and Procurement Division has a permanent full-time Procurement Analyst career opportunity. We are seeking a person who is passionate about procurement, has excellent time-management, attention to detail, organizational skills, and well-developed interpersonal skills. The Procurement Analyst is responsible for providing technical expertise, analysis and business advisory services related to the competitive-bid process, negotiating contracts, ensuring regulatory compliance, evaluating vendor performance, and acting as a Procurement liaison to internal and external clients.

Take advantage of employee well-being programs that include support for mental well-being and physical health through onsite gyms and a Wellness Works program that focuses on this critical corporate building block.

If you are someone, who shares our corporate values of resiliency, passion, trust, inclusivity, health conscious, and cooperation, who is enthusiastic about Procurement and would be proud to serve your community, then the Procurement Analyst position may be a fit for you! Let us know that you are interested in this by applying today.

The successful candidate for the Procurement Analyst must have the following qualifications:

1. Completion of a diploma in a Business-related discipline and SCMP designation, or equivalent.
2. Minimum three years progressive purchasing experience within a large complex procurement department, specializing in the solicitation of competitive bids, negotiation, contracts, contract maintenance, and vendor management.

* An equivalent combination of experience and/or education may be considered.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

Hourly Rate

\$46.098

Hours & Days of Work

Monday – Friday:
8:00 AM – 4:00 PM (year-round)

Hours per Week

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.