



PEACE RIVER
REGIONAL DISTRICT

Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

August 28, 2024

Application Deadline

September 11, 2024 at 4:00 pm

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District

Human Resources

hrprrd@prrd.bc.ca

P. 250-784-3235

F. 250-784-3220

Procurement Officer

Full Time, Permanent

Position Overview

Reporting to the Chief Financial Officer, the Procurement Officer is responsible for research, development, implementation of sourcing, contract and procurement processes and procedures to optimize and support operational needs and the Regional Board's strategic plan. This position is responsible for ensuring that the Regional Board's purchasing policy is adhered to for all purchases. The Procurement Officer is responsible for considering risk management activities.

Qualifications

The ideal candidate will have:

- Minimum 2-year diploma in Supply Chain Management, Business Administration, or related field from a recognized educational institute
- Supply Chain Management Professional (SCMP) designation
- Training in the use of contract documents through the Master Municipal Construction Document Association (MMCD)
- Valid BC's driver's license
- Minimum 5 years progressive public procurement work experience

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

This exempt position offers a competitive salary range of \$109,064 - \$128,310, benefits package and an excellent team. If you are interested in this challenging and rewarding career opportunity and want to be a leader amongst our professionals in this bountiful and opportunity filled area, considering making the Peace Country your community and the Peace River Regional District your team!

We thank all candidates for their interest, however, only those selected for interviews will be contacted.

www.prrd.bc.ca

 Peace River Regional
District Official Page | Facebook

diverse. vast. abundant.