



Position Title: Buyer I (Procurement Specialist)

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 (Procurement Specialist) with experience in strategic sourcing and category management for capital, operations and maintenance products and services. The ideal candidate will have strong procurement knowledge in the Corporate Services category, which is essential for the functioning of a regional district. This position will be part of a team dedicated to supporting all departments.

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 October 31, 2024.