



# Career Opportunities

## Procurement & Inventory Services Manager

📅 Posted 13-Feb-2025 (PST) | 🏢 Procurement and Inventory Services | 💰 \$ 97580-114800 per year | 📄 Salary | 🕒 Full-time Permanent  
| 🏠 Exempt

👉 *Competitive wages, benefit and pension package. Opportunities for career development and professional advancement, including financial support for professional development. A diverse, inclusive and supportive workplace. Wellness incentives, Earned Time Off Program, flexible work environments, and Federal and BC statutory holidays.*

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The City of Penticton is looking to fill the position of **Procurement & Inventory Services Manager** on our Procurement and Inventory Services team within the Finance and Administration division. The Finance and Administration division works as a strategic partner with departments throughout the City to ensure the effective delivery of City services and programs by providing financial, human resources, information technology, procurement, and communication and engagement services.

The Procurement and Inventory Services department provides centralized purchasing for a variety of goods and services to support internal departments and external partners. This role provides purchasing guidance and leadership to the Procurement and Inventory Services team and all City departments to ensure best value is obtained for the City and the taxpayers. Oversight of the central stores includes over, 2000 individual inventory items.

Reporting to the Director of Finance & Administration, the **Procurement & Inventory Services Manager** is responsible for directing purchasing operations. This position is responsible for the independent procurement of a variety of goods and services, material through selective quotation and formal tendering procedures, and oversight of the City's' central stores. The work also involves administering and monitoring awarded service and purchase contracts, advising departments on a variety of purchasing matters and supervising a small team engaged in buying and clerical duties. The position exercises considerable independence of judgement and action within the framework of guidelines, established bylaws, policies and procedures.

### Key Responsibilities:

- Management of bidding opportunities including discussions and evaluation to determine the best method for obtaining quotes or proposals. An RFX (Request for Quotes, Request for Proposals, or Request for Tender) is prepared with the specifications or scope of work provided by the end user.
- Review of submissions to ensure mandatory criteria has been met and completed consistently. For major Request for Proposals (RFPs), attendance on the evaluation team maybe be required.
- Preparation and issuance of contracts upon Notice of Award including collection of the required documentation, bonds, etc.
- Management of inventory includes overall oversight of the procurement and maintenance of inventory including mini counts, re-ordering of goods and assistance with the annual inventory count.
- Lead administrator for the City's Purchase card program including setting up all new card requests, investigation of transactions, regular reviews of card activity and assistance to card holders on limits and restrictions.

### Required Knowledge, Abilities & Skills:

- Strong written and verbal communication skills.
- Thorough knowledge of the policies, procedures and regulations governing municipal purchasing.
- Considerable knowledge of market conditions, price trends, business conditions affecting the work; the sources, quantities, types and prices of products and services required; contract law, negotiation and corporate insurance.
- Prepare specifications and related documents for a variety of products and services and to monitor and administer such contracts.
- Establish and maintain effective working relationships with a variety of internal and external contacts.
- Valid Class 5 Driver's Licence.
- Ability to undergo and pass a Police Information Check.

### Education, Training & Experience:

- Completion of requirements for Supply Chain Management Professional (SCMP), project management, or related experience.
- Certified in Planning & Inventory Management Designation (preferred).
- Prior public sector experience and a minimum of five (5) years experience in public procurement, three (3) years experience in inventory management and three (3) years supervisory experience, union environment preferred.
- Experience with strong contractual practices, a good understanding of technical and legal documents.
- Excellent computer skills including use of word processing, spreadsheets, financial systems and e-bidding software.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what you're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **February 27, 2025**.

If you require any accommodations during the recruitment process, please contact us at [HR@pentiction.ca](mailto:HR@pentiction.ca), (<mailto:HR@pentiction.ca>), we'd be happy to hear from you!

The noted compensation range is the span between the minimum and maximum salary for a position. Typically, the initial salary placement is approximately halfway between the minimum and the maximum. This represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired, transferred or promoted between the minimum and approximately halfway of the salary range for a job with consideration given to internal equity.