



## SENIOR PROCUREMENT SPECIALIST

### Regular Full-Time

#### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

#### Join a Team That Drives Strategic Impact

Are you a seasoned procurement professional ready to lead complex, high-impact projects in a dynamic public sector environment?

We're looking for a Senior Procurement Specialist to join our exceptional team in the Procurement Section of the Finance Division. This is your opportunity to shape procurement strategy, influence major capital projects, and contribute to the success of our city.

As a key member of our team, you'll lead the development and implementation of corporate procurement strategies, standards, and procedures. You'll ensure compliance with public procurement best practices while supporting a wide range of initiatives—from capital infrastructure to IT services.

You'll work closely with internal stakeholders and external partners, managing complex procurement processes and contracts, including CCDC 2, CCDC 5A/5B, IPD, and MMCD. Your expertise in consultant and ICT procurement will be essential in delivering value and innovation.

#### What You'll Do

- Lead end-to-end procurement processes for high-value, complex projects.
- Develop and manage competitive bid documents (RFPs, RFIs, RFQs, ITTs).
- Facilitate evaluation processes and draft comprehensive evaluation reports.
- Negotiate contracts and manage vendor relationships.
- Provide strategic procurement advice to internal departments.
- Support contract management and performance monitoring.
- Drive continuous improvement and innovation in procurement practices.

#### What You Bring

##### Minimum Qualifications

- Completion of Grade 12, plus post-secondary education in Supply Chain Management, Procurement, Logistics, or related fields.
- SCMP (Supply Chain Management Professional) or CSCL (Certified Supply Chain Leader) designation.
- At least 7 years of senior-level public sector procurement experience, including supervisory responsibilities.
- Valid BC Driver's License.

##### Preferred Qualifications

- Municipal or broader public sector procurement experience.
- Strong knowledge of project delivery methods and contract types.
- Exceptional communication, negotiation, and analytical skills.
- Proven ability to manage multiple priorities in a fast-paced environment.
- Experience with procurement software and data analysis tools.



## What We Offer:

This CUPE position has an hourly rate range of \$49.76 - \$58.81 per hour (2025 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam with some flexible, hybrid work options available. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

## Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](https://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](https://www.coquitlam.ca/careers) by 11:55 pm July 13, 2025.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*