

SUPERVISOR, PROCUREMENT

Regular Full-Time

Risk & Procurement / Finance & IT Services

Lead Procurement Efforts and Create a Positive Impact on the Community in This Exciting Role!

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

The Supervisor manages procurement activities for the City, overseeing the competitive bidding process. This includes establishing tender specifications, setting bid terms and conditions, inviting and advertising tenders, and processing bid summaries for contract awards. The Supervisor ensures the City of Prince George's interests are met cost-effectively while minimizing liabilities. Additionally, they provide advice on technical and operational issues, requiring knowledge of relevant legislation and procurement laws, and serve as a key liaison.

About Your Background:

We are seeking a candidate with a Professional Purchasing designation. A Bachelor's Degree in a related field is preferred. The ideal applicant will have at least seven years of experience in procurement and supply chain management, ideally within a municipal environment. Additionally, the candidate should possess strong leadership skills and significant operations management experience in a unionized setting. This position requires a solid understanding of contract law, competitive bidding processes, accounting principles, and relevant legislation.

Why You Will Love Working for our Risk & Procurement team at the City of Prince George:

- Provide leadership to a professional team dedicated to achieving objectives.
- Enjoy a competitive salary range of \$107,598 - \$118,630 plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by September 12, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.