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## ASSISTANT MANAGER, PURCHASING

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<b>DEPARTMENT:</b>	<b>Finance - Purchasing</b>	<b>STATUS:</b>	<b>Regular Full Time</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>37.5 hours per week</b>	<b>SALARY:</b>	<b>\$115, 306 - \$127, 105 annually (2024 rates) + comprehensive benefits package</b>

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 85,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

Reporting to the Manager, Purchasing, the Assistant Manager, Purchasing is responsible for the day-to-day operation of the Procurement Section. This includes overseeing assigned purchasing activities and ensuring compliance with current Trade Agreements, City Procurement Policies, Standard Operating Procedures (SOPs) and set guidelines. The Assistant Manager provides advice and guidance to staff on various procurement matters including unusual, complex, and major purchases. In addition, the incumbent is responsible for establishing and maintaining a standard of procurement excellence. You will be responsible for the following:

- Supervises and manages the Purchasing Section staff. Schedules and monitors work, appraises employee performance, handles training requests and deals with any disciplinary issues. Lead a team of three Park Planners, guiding their work in planning for and developing park and open space plans, design and oversight of construction projects. This includes staff performance management, training, and professional development.
- Organizes, directs, and controls the activities of personnel engaged in reviewing requisitions, preparing tender and bid documents, bid solicitations, procurement, analysis of bids, award recommendations, cancellation or modification of contracts and purchase orders.
- Utilizing a Contract Management approach, this role is accountable for monitoring and improving vendor performance, as well as recommending process enhancements based on metrics and outcomes with the support of the Manager, Purchasing.
- Analyzes and stays current on procurement trends to ensure compatibility with current procurement goals and objectives.
- Ability to establish and maintain effective working relationships with a variety of key stakeholders, including staff, the vendor community, community partners, and representatives from peer organizations. Proven team player with the ability to work collaboratively.
- Conducts special projects involving matters and areas of responsibility.
- Performs other duties as required.

**If you have the following qualifications, we would like to hear from you:**

- A minimum of 5 years' related experience in a variety of procurement practices, including proven experience in public sector and progressive supervisory experience. An equivalent combination of education, training and experience acceptable to the employer may be considered.
- Professional designation (NISCL-CSCL, CSCMP, MCIPS, or equivalent). With membership in good standing.
- Extensive knowledge of Trade Agreements, policies, principles and practices of procurement specific to a public entity.
- Thorough knowledge of developing and applying procurement strategies, application of competitive bidding and contract law, and negotiation strategies.
- Considerable knowledge of risk mitigation strategies including insurance requirements, financial security, and others applicable to contracted services for a public sector environment.
- Considerable knowledge of the Freedom of Information and Protection of Privacy Act.
- Considerable knowledge of financial control procedures relating to procurement, cost control, and invoicing.
- Ability to stay current on a wide variety of matters affecting procurement such as local, domestic and global supply chain challenges, general business conditions, and changes to government regulations.
- Ability to work under pressure, manage multiple priorities, meet deadlines and respond to requests in a timely manner.
- Strong organizational skills and self-motivation.
- Sound people leadership skills to manage, train, motivate, direct, and evaluate a team of unionized staff.
- Experience using Bids & Tenders and JD Edwards ERP software
- You have the ability to successfully pass and maintain a Police Information Check

**Apply online with your resume and cover letter in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by October 9 2025.**

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.*

*We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*