

Purchasing & Risk Management Officer



Come Work and Play in Campbell River

This is central Vancouver Island's all-season oceanfront gem. Many people are attracted by our city-on-the-move vibe; a lifestyle enriched by four seasons of play and wilderness adventure; plus, easy access by air and ferry. But for passionate community-builders, we offer even more – the opportunity to join an inclusive, service-focused team where you can make your mark and help grow a more equitable, resilient city for all.

WHY APPLY

- ❖ Competitive compensation package including a salary range of \$97,859 to \$111,176, group benefits and defined benefit pension plan.
- ❖ Flexible work options, including compressed work week schedules.
- ❖ Generous vacation package – 6 weeks in 1st year, 7 weeks in 2nd year.
- ❖ Relocation assistance provided.
- ❖ Make a tangible impact in your community.
- ❖ Work with a dynamic and supportive management team.
- ❖ Strengthen leadership skills and help build community partnerships.

[Apply Now](#)

Please apply using the above link.

When you apply: You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

Please Note: We will be contacting applicants who meet our requirements as applications are received, and this posting may close ahead of the official closing date if a successful candidate is identified.

This posting will close on March 4, 2026.

Questions? Email careers@campbellriver.ca



WHAT WE'RE LOOKING FOR

- Minimum two (2) year Diploma in Supply Chain Management, Business Administration, or related field from a recognized educational institution.
- Supply Chain Management Professional (SPMP) designation.
- Member of Supply Chain Management Association.
- Minimum five (5) years progressive public procurement and risk management work experience, including experience designing, developing and implementing best practices sourcing and leading complex procurement projects.
- Minimum three (3) years supervisory experience, preferably in a municipal purchasing/stores environment.
- Risk/claims management experience.

WHAT YOU'LL BE DOING

The successful candidate will:

- Work under the direction of the Financial Services Manager, balancing procurement, supervisor duties, and risk management and legal administration.
- Be responsible for the ongoing development, implementation and administration of the City's procurement function, ensuring compliance with relevant policies, bylaws, trade agreements, and other legislation.
- Ensure the City receives the best value possible for its goods and service purchases and dispositions and minimized procurement risk.
- Be responsible for risk management activities including identification and assessment of risks, and the ongoing maintenance and monitoring of the City's risk management governance framework.