



Shape a place
where people
want to be

Position Title: Buyer I

Position Status: Full-Time Regular

Department: Procurement and Real Estate Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T25 \$3,434.33 - \$4,054.93 bi-weekly

Our Procurement and Real Estate Services Department is seeking a Buyer I who will contribute towards Vancouver's future livability by procuring critical goods and services.

You are: Experienced Buyer with expertise in procurement and Category Management specially Corporate Services Categories, including goods and professional services. Proactive and detail-oriented, with a proven ability to manage end-to-end public solicitations. You bring a continuous improvement mindset to enhance processes, deliver value, and manage commercial risk.

This role:

- In conjunction with client departments, prepares detailed specifications and related documents; assists in the preparation of criteria of acceptable vendors; arranges for calling of selected and advertised tenders; ensures all information is uniformly distributed; analyzes bids as to price, quality, quantity, future availability, past performance, etc.
- Independently, or in conjunction with client departments, interviews suppliers, negotiates satisfactory price discounts, terms, delivery methods and dates and related items; determines the most appropriate source of supply.
- Drafts contract language according to precedent; researches and obtains information and material required from a variety of sources.
- Reviews all tenders, requests for proposal and contracts to ensure appropriate purchasing treatment including levels of indemnification and to verify required insurance and bonding certification; administers and monitors awarded product and service contracts.
- Performs research and analysis of products and services, and prepares reports and recommendations on purchasing of same; provides assistance to client departments regarding purchasing matters.

- Liaises with external and internal contacts such as engineers, architects, project managers, contractors, suppliers and lawyers.
- Maintains purchasing records and prepares summary statistical and information reports.
- Performs related work as required.

To be successful, you have:

- Completion of the 12th school grade supplemented by courses in a recognized purchasing program, such as completion of the majority of courses leading to a diploma in the Supply Management Training program of the Supply Chain Management Association, plus considerable related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the policies and procedures governing municipal purchasing.
- Considerable knowledge of the sources, quantities, types and prices of products and services required.
- Considerable knowledge of market conditions, price trends, business conditions and governmental regulations affecting the work.
- Sound knowledge of the functions and requirements of the departments served.
- Sound knowledge of contract law, negotiation, and corporate insurance.
- Ability to evaluate quality, price and service factors to determine quality and suitability of all products and services.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare specifications and related documents for a variety of products and services and to monitor and administer such contracts.
- Ability to study and review market conditions and prepare reports and recommendations on purchasing matters.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 25, 2026.