



# PERMANENT FULL-TIME ASSISTANT MANAGER, PROCUREMENT

(Competition 26-59)

## Position Overview

The City of Nanaimo is seeking a permanent full-time Assistant Manager, Procurement. Reporting to the Manager, Supply Chain Management, the Assistant Manager, Procurement is responsible for the day-to-day operation of the Procurement Unit. 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 and is responsible for establishing and maintaining a standard of procurement excellence. Considerable independent judgment and action is expected, with only matters of major impact or policy discussed with the Manager, Supply Chain Management.

## Qualifications

Applicants must have a bachelor's degree in Supply Chain Management or related discipline from a recognized educational institution. A minimum of 3 years' related experience in a variety of procurement practices, including proven experience in municipal government and supervisory experience is required. An equivalent combination of education and experience may be considered. Applicants must have a membership in or be eligible for membership in an applicable professional designation from a recognized supply chain association. A valid Class 5 BC Driver's Licence is required.

## Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of \$116,830.80 to \$124,288.09 as well as a competitive benefits package. Relocation assistance may be provided to the successful applicant. Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to [employment.opportunities@nanaimo.ca](mailto:employment.opportunities@nanaimo.ca) referencing the specific competition 26-59 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

# Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as remote work programs and vacation credit for municipal service.

### Posting Date

Friday, May 8, 2026

### Application Deadline

Friday, June 5, 2026  
4:30 p.m.

### Contact Information

Human Resources  
City of Nanaimo  
2<sup>nd</sup> Floor, 455 Wallace Street  
Nanaimo, BC V9R 5J6  
Phone: (250) 755-4406

