

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](#)

Applications accepted through the link above.

Please Note: We will be contacting candidates who meet our requirements as applications are received, and this posting may be closed without advanced notice.

This posting will close on August 7, 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.
- CSCP Certified Supply Chain Professional, NIGP Certified Procurement Professional or equivalent designation.
- Member of Supply Chain Canada 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.