

Township of Langley

Job Title:	Buyer
Competition Number:	26-U085
Employment Type:	Regular Full-Time
Pay Rate:	\$40.74 - \$48.09 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date:	August 13, 2026
Internal Competition Closing Date:	August 21, 2026
External Competition Closing Date:	August 27, 2026

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Buyer** to join our team of professionals in the Finance Division, Purchasing and Stores Department. Reporting to the Manager, Purchasing Services, in this unionized position you will procure a variety of products and services through the competitive bidding process and assist in developing and facilitating specifications and evaluation criteria. We are seeking an individual who demonstrates proven purchasing skills, innovation and enthusiasm for the success of both our department and the community we serve.

Responsibilities

- Process requisitions for a variety of goods, materials, services and equipment
- Assist in developing purchasing practices, processes, procedures and internal control systems
- Liaise with other departments and internal contacts to develop specifications and evaluation criteria for various goods, services and capital works tenders
- Provide advice on procurement and supply matters and interpret policies, procedures, legal and ethical concerns
- Locate supply sources, interview suppliers, obtain product prices and analyze quality and availability information
- Prepare and issue a variety of documents including tenders, requests for proposals, statement of qualifications, expressions of interest and standing order agreements
- Represent the department at meetings of the Municipal Purchasing Group
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by completion of Supply Chain Management Association (SCMA) courses leading to the Supply Chain Management Professional (SCMP) designation plus sound related experience, or an equivalent combination of training and experience
- Considerable knowledge of sources, types, quantities, commodities pricing, and services
- Considerable knowledge of the functions and requirements of the various municipal departments served
- Sound knowledge of municipal purchasing policies and procedures, standards methods and laws related to municipal purchasing
- Sound knowledge of market conditions, price trends and delivery practices
- Ability to assist in developing and implementing purchasing practices, processes, procedures
- Ability to evaluate quality, price elements, and determine suitability of goods and services
- Ability to develop and maintain effective communication with a variety of internal and external contacts
- Ability to prepare and administer contracts, specifications and bid documents for various products and services

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full-privilege) Driver's License or equivalent driver's license for where you reside. You must include with your application a current **Personal Driving Record (select the 5 year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Drivers Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

