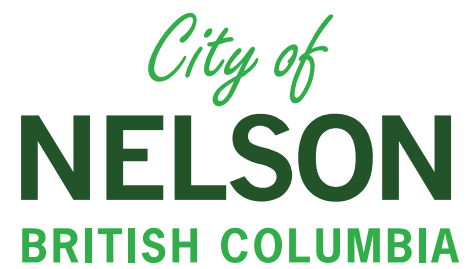


PURCHASING AND PROCUREMENT CLERK



City of Nelson Competition #26CU70

Located within the traditional land of the Sinixt, Ktunaxa and Sylix peoples, Nelson is traditionally known for its beautiful setting, vast array of recreational activities, pristine parks and vibrant downtown. We are grateful for the opportunity to work on this land. It is a year-round playground for outdoor enthusiasts and those who love the arts, culture and small-town feel, with big-city amenities like high-quality schools, post-secondary institutions, regional health care, numerous golf courses and a competitive cost of living.

POSITION SUMMARY:

Under the direction of the CFO (or designate), the Purchasing and Procurement Clerk provides administrative support and coordination for the City's procurement and purchasing functions. The position assists with procurement processes, purchasing and contract documentation, and coordination of procurement-related insurance requirements and related activities in accordance with City policies, applicable legislation and trade agreements. The Purchasing and Procurement Clerk works collaboratively with City departments and may support internal staff or external service providers involved in procurement activities to ensure the timely and cost-effective acquisition of goods and services.

ESSENTIAL QUALIFICATIONS:

- Grade 12 Education or GED (General Equivalency Diploma)
- Business Administration Diploma or equivalent from a recognized institution
- Two years recent related procurement experience,
- Or, completed first level of course towards a recognized Canadian purchasing designation,
- Or, an equivalent combination of education, training and experience.

EMPLOYMENT TYPE:

- Permanent, full time
- On site, Monday - Friday, 8:30am - 4:30pm
- Compensation: \$41.72 per hour (PG10 CUPE 2026 rate)

To find a full job description including required qualifications and experience, please visit nelson.ca/jobs.

We look forward to hearing from you!

Interested applicants should reference #26CU70 when submitting their resume and cover letter to hr@nelson.ca
Position open until filled