



Position Title: Buyer II

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 T27 \$3,734.48 - \$4,413.08 bi-weekly

Our Procurement and Real Estate Services Department is seeking a Buyer II with experience in strategic sourcing for capital projects. The ideal candidate will have strong knowledge in infrastructure projects procurement, which is essential for the functioning of a regional district. This position will be part of a team dedicated to supporting all departments.

You are: An experienced procurement professional with strong communications skills, sound knowledge of all applicable regulations and policies, and works well in a fast paced environment. You bring a can-do attitude and are willing to mentor junior Buyers.

This role:

- Reviews and approves purchase strategies, bid documentation and award recommendations of lower-level Buyers and identifies requirements for bid amendments; reviews financial aspects of invitations to tender and requests for proposal prior to release; ensures that tenders and requests for proposal are issued in accordance with governing laws and policies.
- Provides work direction and training to lower-level Buyers; provides guidance on the interpretation of purchasing policies and procedures.
- In conjunction with client departments, prepares detailed specifications, tender and proposal documentation and contracts; assists in the preparation of tests of acceptable vendors; arranges for calling of selected and advertised tenders; ensures all information is uniformly distributed; analyzes bids as to value, price, quality, quantity, future availability, past performance, etc.
- Independently, or in conjunction with client departments, interviews suppliers, negotiates satisfactory price discounts, terms, delivery methods, 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; ensures that documentation reflects changes in contract law and participates in the development of new contract clauses to comply with legislative changes.
- Reviews all formal tenders and requests for proposal 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, makes life-cycle costing comparisons, and prepares reports and recommendations on purchasing; recommends and implements procedures to increase efficiency in the buying process.
- Advises and assists departmental clients and suppliers regarding purchasing problems and requirements, specifications, contracts and details of goods and services to be purchased; liaises with external and internal contacts such as engineers, architects, project managers, contractors, suppliers and lawyers on matters related to the work, and provides advice as required; confers with client departments and outside agencies regarding environmental procurement matters and provides relevant information to purchasing staff; serves as organizational representative to the Metro Vancouver Municipal Purchasing Group.
- Carries out administrative tasks in support of delegated purchasing systems; approves new cardholders and individual spending limits; oversees clerical processing by department staff.
- Performs related work as required.

To be successful, you have:

- Completion of Grade 12 supplemented by completion of components of a professional designation in supply chain management from a recognized professional association, or equivalent training, plus considerable related experience, or an equivalent combination of training and experience.
- Thorough knowledge of the policies, procedures and regulations governing municipal purchasing.
- Thorough knowledge of market conditions, price trends, and business conditions affecting the work.
- Considerable knowledge of the sources, quantities, types and prices of products and services required.
- Considerable knowledge of contract law, negotiation and corporate insurance.
- Working knowledge of the functions and requirements of the departments served.
- 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.
- Ability to review the work of subordinate Buyers and provide work direction and training.

- 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 August 31, 2026.