

PROCUREMENT ANALYST

Regular Full Time

Risk & Procurement / Finance & IT Services

Utilize Your Diplomacy Skills in This Progressive Role

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

The City of Prince George is seeking a Procurement Analyst with experience working in the public sector to join our team. Reporting to the Supervisor, Risk & Procurement, you will be responsible for purchasing commodities, equipment, services and other maintenance and operations materials. You will also work with a variety of departments and suppliers to deal with quality issues, service requirements, delivery details, prices, and bids. **As a condition of employment, this position is required to obtain and maintain a clear Police Information Check for offences related to the position. A valid full privilege class 5 BC driver's license is also required (or out of province equivalent).**

About your background:

This dynamic role is best suited for an independent and innovative self-starter with strong judgment and organizational skills. As a **Procurement Analyst 1** (\$39.56 - \$40.44) you have completed Grade 12 plus at least two relevant purchasing courses along with at least two years of related purchasing experience, preferably in a public sector agency or large corporation. As a **Procurement Analyst 2**, (\$42.37 - \$43.41) you have completed a minimum of four relevant purchasing courses within the last three years OR completed the Public Sector Procurement Program with at least three years of related purchasing experience preferably in a Public Sector or Municipal setting. As a **Procurement Analyst 3**, (\$48.00 - \$49.31) you hold a purchasing designation with at least five years of related purchasing experience, preferably in the Public Sector or Municipal setting.

Why you will love working for our Risk & Procurement team at the City of Prince George:

- Coordinate all levels of procurement initiatives in this exciting role!
- Enjoy a competitive wage of \$39.56 - \$49.31 per hour plus an excellent benefit and pension package.

If you are interested in joining our team, please apply by September 11, 2026 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.