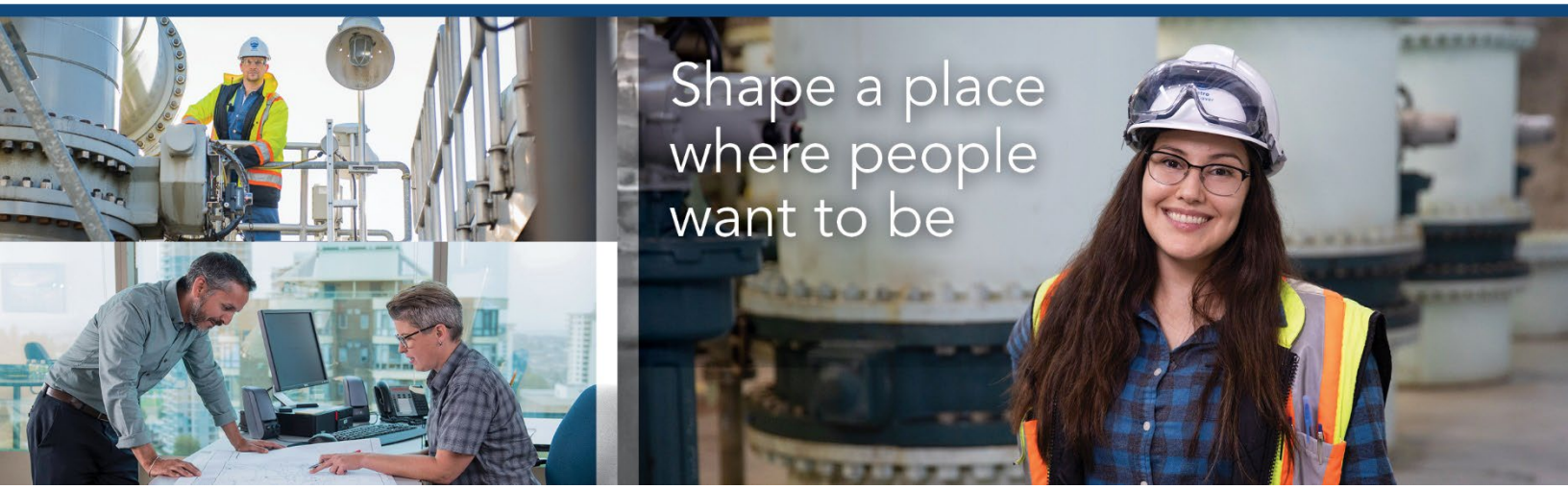
metrovancouver



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 category management and strategic sourcing for Corporate Services Categories. The ideal candidate will have strong knowledge of category management and strategic sourcing, which are essential to 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 communication 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@metrovancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion here.

Please follow this link https://metrovancouver.org/about-us/careers to our Careers page where you can submit your application by December 2, 2026.