

Be Part of the Story.

ABBOTSFORD
CITY HALL



At the City of Abbotsford our people are our greatest asset. We offer a wide range of diverse, stimulating and rewarding career opportunities that support and recognize high levels of performance. In Abbotsford, we work strongly to create a challenging yet rewarding environment for our employees to thrive. We invite you to become part of a place that has strong corporate and organizational values, rewarding career paths, challenging opportunities, and an engaging and dynamic team to work with.

Buyer II
Purchasing & Supply Services
Finance & Corporate Services
CUPE, Full Time Posting
#19-205

Be part of the story. Join our team today.

The City of Abbotsford's Purchasing & Supply Services department is growing and we are looking for a seasoned professional to join our dynamic team. In this role, you will be responsible for completing purchasing work of a technical and clerical nature involving the procurement of a variety of materials and services for City Departments. In this role you will also administer RFP's, Tenders, Contracts and Direct Award procurements for low to medium complexity and risk, items and services.

As the successful candidate you will bring considerable working knowledge of purchasing principles and practices and accounting systems related to purchasing operations and inventory methods and controls. Your organization and time management skills will assist you with prioritizing a busy workload and meeting tight deadlines.

As our ideal candidate you will have:

- Completion of Grade 12 plus completion of a recognized supply chain certification, business diploma or a related discipline from a recognized post-secondary institution;
- Minimum of three years' experience working in supply chain, or an equivalent combination of education and experience;
- Valid Class 5 BC Driver's Licence.
- Supply Chain Management Professional (SCMP) designation is considered an asset.

This position is unionized, CUPE Local 774, and the hourly rate of pay is from \$28.71 to \$33.77.

At the City of Abbotsford we work strongly to create a challenging yet rewarding environment for our employees to thrive. We offer ongoing personal and professional development opportunities, competitive compensation and a comprehensive benefits package.

If you are looking for a challenge and an opportunity to make an impact in a fast growing municipality, we want to hear from you!

To apply, please visit us online at: www.abbotsford.ca/careers

Closing Date: October 15, 2019



RECRUITMENT

www.abbotsford.ca/careers