



# Job Posting

Regional District of Central Kootenay  
Nelson, BC

## PURCHASING AGENT

### Full-Time Benefited Position 35 Hours per week

The Regional District of Central Kootenay (RDCK), is accepting applications for the position of **Purchasing Agent**.

Reporting to the Finance Manager, the Purchasing Agent is responsible for the development, implementation and management of procurement strategies, policies, and practices to ensure effective and efficient use of RDCK resources.

This position will research ways to improve procurement of goods and services through strategic trend analysis, develop / integrate new and revised processes as a result of that analysis, and ensure effective implementation across the Regional District.

The ideal candidate will be highly collaborative and work closely with departments to ensure procurement strategies, policies, and practices are operationalized, and effectively implemented within the Regional District.

### REQUIRED QUALIFICATIONS:

- Successful completion of a diploma in Business – Purchasing / Supply Chain Management and 5 years purchasing related experience, preferably in a local government environment.
- Supply Chain Management Professional (SCMP) designation, completed or substantially in progress.
- An equivalent combination of education and experience will be considered.
- Professional certification as a Certified Professional Public Buyer (CPPB) is a definite asset.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Supply Chain Management, procurement trends and best practices, and relevant legislation.
- Demonstrated ability to develop procurement strategies.
- Demonstrated knowledge of change management and its practical application within the workplace.
- Superior negotiation skills.
- Ability to prioritize and organize work and manage conflicting priorities.
- Demonstrated analytical and problem solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and within a team environment.
- Demonstrated working knowledge of business software including MS Word, Excel, and Outlook.
- Clean criminal records check and a valid BC driver's license.
- Demonstrated commitment to the RDCK values: Health and Safety, Integrity, Accountability, and Respect.

### Join us in Nelson!

This exciting opportunity is based in the beautiful city of Nelson BC, a world-class recreational playground with all the comforts of today's amenities and lots of exciting things to do and see year round. Nelson and its surrounding rural communities offer all the benefits of small town living, boast strong and diverse economies and thriving business sectors, have convenient access to parks, great schools and health care services, and are located just a few hours away from major city centres. Locals enjoy a wide range of recreational opportunities including ,skiing, hiking, and biking, as well as access to multiple special interest groups, theatre, music, arts and, of course, exceptional recreational facilities!

### About working for the RDCK:

The Regional District of Central Kootenay (RDCK) is a local government that serves an estimated population of 60,000 residents. The RDCK provides rural residents with an effective form of local government and ensures that all residents have access to commonly needed services, no matter where they live. The successful applicant will be offered a generous benefits package which includes extended health and dental benefits and enrollment in the Municipal Pension Plan.

This posting, along with a detailed job description can be found on our website at [www.rdck.ca/jobs](http://www.rdck.ca/jobs). Applications in the form of a resume & cover letter detailing qualifications and experience relative to the position will be accepted via email to the address below until: **9am April 6, 2021**

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted.*

*This posting may be used to fill other similar positions within the RDCK over the next six months.*

**For more information or to apply contact:**  
[humanresources@rdck.bc.ca](mailto:humanresources@rdck.bc.ca) | 250.352.1546  
or visit [rdck.ca/jobs](http://rdck.ca/jobs)