

*The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!*

Community



Integrity



Respect



Innovation



Passion

Applications are invited for the following position as of April 19, 2021 and must be received by 4:45 PM on Wednesday, April 28, 2021 quoting:

**Competition No: 2021-106**

Reporting to the Purchasing Specialist, you will be responsible for senior purchasing and supervisory work, performing the more complex purchasing functions, providing advice and guidance to departmental clients on complex purchasing issues and supervising routine purchase activities. The Senior Buyer prepares and reviews detailed specifications, tender, and proposal documentation and contracts; conducts complex negotiations to finalize new contracts; and reviews formal tenders and requests for proposal. Other duties include liaising with external and internal contacts such as engineers, architects, and project managers while establishing and maintaining effective working relationships; preparing detailed specifications, tenders, and proposal documentation and contracts as well as studying and reviewing market conditions and preparing reports on purchasing matters; and advising and assisting departmental clients and suppliers regarding purchasing problems and requirements. The Senior Buyer will also perform related work as required.

Qualifications include completion of grade 12 supplemented by completion of a purchasing certification (e.g. Supply Chain Management Professional Designation Program) or equivalent and considerable related purchasing experience, OR an equivalent combination of training and experience. Thorough knowledge of the policies, procedures and regulations governing municipal purchasing. Considerable knowledge of market conditions, price trends, business conditions affecting the work of the sources, quantities, types and prices of products and services required; and of contract law, negotiation and corporate insurance. Sound knowledge of the functions and requirements of the departments served. Ability to evaluate quality, price and service factors to determine quality and suitability of products and services; to facilitate interdepartmental evaluation teams through complex bid evaluations and to interpret and apply the laws of contract and competitive bidding to a variety of situations; to establish and maintain effective working relationships with a variety of internal and external contacts; to prepare specifications and related documents for a variety of products and services and to monitor and administer such contracts; to study and review market conditions and prepare reports and recommendations on purchasing matters; and to review and supervise the work of subordinate buyers and provide training as required. IT related procurement/sourcing and contract negotiation (such as SAAS) will be an asset. Driver's Licence for the Province of British Columbia is required.

**SALARY:** \$6,264 – 6,538 – 6,815 – 7,098 – 7,402 /month (Pay Grade 26)  
**STATUS:** Temporary Full Time to December 31, 2021 with possibility of extension  
**SCHEDULE:** 70 hours bi-weekly; Monday to Friday from 8:00 AM - 4:45 PM; Nine-Day Fortnight  
**SPECIAL NOTES:** Normal for CUPE 23 Inside Collective Agreement

*Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview.*

*Please contact Human Resources at **604-294-7303** if you do not receive a confirmation email within one hour of submitting your application online.*

*We thank all applicants for their interest; however, only those considered for an interview will be contacted.*

Reference: 50007221

Apply online at [www.burnaby.ca/careers](http://www.burnaby.ca/careers)

City of Burnaby  
Human Resources  
4949 Canada Way  
Burnaby BC V5G 1M2