

Senior Buyer

Position Details

Position Information

Position Title	Senior Buyer
Who We Are	At BCIT, putting people at the core of everything we do is paramount. This idea is the foundation of BCIT's People Vision , which describes the Institute's goals and priorities in respect to our people. In a complex and uncertain world, it's vital our people feel valued, supported and connected. BCIT champions a culture of innovation and global progress through people's imagination and creativity. With a competitive compensation package, great work-life balance, and career advancement opportunities, see why we've earned the title of one of BC's Top Employers for over ten years running.
Position Summary	BCIT's Corporate Services department is seeking a regular, full-time (1.0 FTE) Senior Buyer . This position executes the procurement process and deliverables in a timely manner and the procurement of material and equipment for various project requirements, and oversees tendering of capital projects and construction services, purchasing of capital equipment, materials and services of a complex nature including consumable supplies and materials, from a variety of industries such as laboratory (health) and scientific equipment, electronic and information technology and hardware; construction/industrial, manufacturing and facilities maintenance.
Duties & Responsibilities	DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Collaborates with internal stakeholders (including Facilities Management) to identify, pursue and prepare major or long-term purchasing projects across all program and service areas across campus. Provides technical advice and works closely with internal clients to prepare specification requirements and the method of procurement and competitive bid processes as required. Depending on the nature of the purchase or project, may be required to chair and facilitate meetings to ensure all parties understand processes and/or requirements and debriefing communications for successful and unsuccessful bidders.• Ensures that competitive bid documents (Request for Proposals, Construction Tenders, and Request for Quote etc.) including performance standards, tolerances, warranties and maintenance requirements are accurately documented, processed and filed (where applicable).• Contacts vendors for competitive proposals; analyzes proposals in terms of best value and conformance, prepares and presents submissions to clients, oversees the selection of product/service (in compliance with Institute guidelines and applicable legislation), and makes recommendations to the Manager and internal stakeholders in the implementation of awarding the contract.• Negotiates with vendors to ensure all offers arrive at the best overall agreement, pricing, quality of products, and delivery of services to meet operational, financial and scheduling requirements.• Reviews purchase orders and other related contract documents. This includes ensuring requisitions are accurately processed and contractual commitments are authorized and in compliance with all applicable legislation and Institute policies. May be required to interpret codes, statutes and regulations governing purchasing activities and the awarding of contracts.• Determines source of supply from defined vendor list and/or researches new supplier sources. May be required to identify alternative options for review and consideration by internal stakeholders.• Investigates sensitive or unusual issues or complaints regarding vendors and/or products and services. Tries to resolve issues and provides guidance, feedback and assistance to vendors. Interviews vendor representatives regarding product requirements, evaluates vendor performance and ensures that continuous

contacts are maintained, all in the interest of developing and supporting supplier relations.

- Determines pricing, availability, and quality. May be required to request samples for evaluation from the vendor.
- Acts as a departmental resource on issues related to taxation.
- Responsible for order placement, follow-up and expediting of purchase orders. This includes: monitoring delivery dates, confirming urgency of orders, contacting vendors, resolving shipping problems and expediting late deliveries to ensure goods are received and delivered within specified timelines and returning, cancelling or replacing goods (when required).
- Problem solves with vendors and/or user department to minimize equipment, material and supply problems that may occur.
- Develops and establishes strong internal working relationships, which includes regular contact with departments and clients to become acquainted with their specific needs; advising them of new products; arranging for samples and demonstrations; and participating in the development of capital budget projections.
- In conjunction with the Manager, oversees and participates in the development and maintenance of departmental processes as they relate to efficiency and effectiveness (for example, automation and online web applications), supplier contact lists, and industry best practices.
- In conjunction with the Manager, regularly reviews policies, procedures and training materials to ensure that changes in law, policy, and procedure are properly and effectively communicated to the Purchasing staff.
- Provides technical support, mentoring and training for junior level staff. Delegates tasks to Junior Buyers as required (for example, RTUNES, Bus requests, general office supply orders, Expediting, etc.).
- In the absence of the (Manager and Associate Director), may perform related administrative tasks as required (for example, delegate work, vacation requests, etc.).
- Keeps current with industry developments and trends. This includes, but is not limited to: obtaining new products, updating product catalogues, sourcing new products; electronic developments in on-line procurement; changes in contract and competitive bidding law; legislative changes affecting the purchasing industry, (i.e. USMCA, CFTA, NWPTA); current tax applications related to Canada Revenue Agency regulations, Consumer Taxation regulations; transportation restrictions and regulations.
- Undertakes related duties as assigned, consistent with the job grade of this position.

Qualifications

QUALIFICATIONS:

Definition: The qualifications section for this position was developed using the approved job evaluation plan, agreed to between the BCGEU and BCIT. The qualifications represent the minimum qualifications required in the future (i.e. to be reflected in job postings) and do not reflect the incumbent's existing qualifications.

Education:

- Undergraduate degree (preferably in Business or Economics), and/or a Supply Chain Management Professional (SCMP) designation from the SCMP (Supply Chain Management Association of Canada).

License(s)/Certifications(s):

- SCMP certification must be kept in good standing.

Experience:

- Two years general purchasing experience plus up to four years current relevant experience in a buying or related position.
- Experience includes ability to read and understand blue prints, technical drawings and specifications. A combination of education and experience may be

considered.

Software/Computer Application(s) and Expertise:

- Proficiency with Microsoft Office, Internet, and email.
- SCT Banner experience preferred.

Communication/Interpersonal Skills:

- Excellent communication, interpersonal, teamwork, leadership, negotiation and problem-solving skills.

Administrative Skills (e.g. prioritizing, minute taking, wp speed, etc.):

- Must be detail oriented with excellent multi-tasking and organizational skills.
- Ability to conduct studies, evaluate data, make recommendations and decisions.
- Ability to prepare and present written or oral reports, perform arithmetic calculations, use common units of measure, calculate interest, discounts, and shipping charges.
- Ability to provide staff training in the use of applications for purchasing, and recognize responsibility and limits of assigned authority.

Other Skills/Abilities:

- Knowledge of terminology in at least two of the following areas is required: medical, scientific, technical, vocational, construction (site facilities).
- Knowledge of competitive Bidding Laws of Canada, Contract Law and Construction Law and Practices.
- Familiarity and awareness of building codes and related regulations depending on the industry.
- Ability to negotiate, work to tight deadlines and effectively manage changing priorities.
- Ability to exercise a high degree of judgement, tact, diplomacy, and confidentiality.
- Ability to provide direction and guidance to staff in the department.
- Ability to recommend supplier selections, act quickly to improve deliveries and reduce costs, and resolve procurement and supply problems.
- Ability to work effectively in a fast-paced environment.

Additional Information

Benefits – Why you'd love working with us

- Competitive pay
- Minimum of fifteen days of vacation prorated per year
- Competitive employer-paid extended health and dental plan including access to a Health Care Spending Account of up to \$325 if eligible!
- Defined benefit [pension](#) plan with employer contributions
- Flexible hybrid work arrangements available
- [Professional Development](#) funds and resources
- Access to most BCIT Flexible Learning [courses](#) free of charge
- [Wellness](#) and Employee Assistance programs
- Complimentary membership with free access to the Fitness Centre, Gymnasium, and [more](#)
- Eligibility requirements apply, benefits may vary depending on the employee group the position belongs to and whether the position offered is temporary or part-time. For more information on our generous benefits, [click here](#)!

BCIT is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring for systemically oppressed groups who have been excluded from full participation at BCIT and the larger community. This includes Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2S/LGBTQIA+. All qualified candidates are encouraged to apply; however, Canadian

citizens and permanent residents will be given priority.

Persons with disabilities who require accommodation for any part of the application or hiring process should [contact us using our contact form](#). Please note that all applications must be submitted via the careers page portal. **Applications submitted through the contact form will not be accepted.** For additional information, please visit our [frequently asked questions \(FAQs\)](#) page and see [how we hire](#).

The British Columbia Institute of Technology acknowledges that our campuses are located on the unceded traditional territories of the Coast Salish Nations of xwməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ (Tsleil-Waututh).

Salary Grade 10: \$70,065 - \$75,983 per annum.

Salary Range

Additional Salary Information

External hires are initially placed at the minimum of the salary range with set progressions to the maximum as per the Collective Agreement. Salary prorated based on percentage and term of appointment.

Position Details

Posting Category	Administration
Department 2	Purchasing
Campus Location	Burnaby campus
Bargaining Unit	BCGEU Support Staff
Job Status	Regular
Full-Time/Part-Time	Full-Time
Number of Vacancies	1
Anticipated Start Date	11/03/2025
Anticipated End Date	

Competition Information

Competition Number	25B607
Competition Open Date	09/27/2025
Competition Close Date	10/11/2025
Open Until Filled?	No
Quicklink for Posting	https://careers.bcit.ca/postings/9872

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest level of education attained? Successful candidates may be required to submit official transcript(s) from the granting institution for verification.
 - GED
 - High School Diploma
 - Certificate
 - Diploma
 - Associates Degree
 - Bachelors Degree

- Masters Degree
 - PHD
2. * How many years of experience do you have in this type of position?
- 0-1
 - 1-2
 - 3-5
 - 6-9
 - 10+
3. * New employees to BCIT are initially placed at the minimum of the salary range with set progressions to the maximum as per the Collective Agreement. The salary is prorated based on percentage and term of appointment. Please select which statement best describes your situation:
- I am a current BCIT employee, this is not applicable to my situation.
 - I am not a current BCIT employee and would be satisfied with placing at the minimum of the indicated salary range.
 - I am not a current BCIT employee and would not be satisfied with placing at the minimum of the indicated salary range.
4. * All positions at BCIT require on campus presence at the applicable campus location(s). This means the successful candidate must be able to and willing to relocate to the Lower Mainland. Please select from the following that best describes your situation:
- I currently reside in the Lower Mainland
 - I do not currently reside in the Lower Mainland, however I am willing and able to relocate if found to be the successful candidate
 - I do not currently reside in the Lower Mainland and I am unwilling to relocate
-

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None