



School District No. 35 (Langley)

Assistant Manager – Purchasing & Supply Solutions (Exempt)

Full-Time, Continuing Position

Do you want to make a difference in the lives of students? Are you passionate about using your knowledge, skills, and influence to help guide the purchasing and supply solutions of a fast-growing organization? School District No. 35 (Langley) is looking for a talented Assistant Manager – Purchasing & Supply Solutions (Exempt) to help lead the District’s Purchasing team who work collaboratively to maintain a healthy, safe, and positive learning environment for all students and staff.

The opportunity:

Reporting to the Manager – Purchasing & Logistics, the Assistant Manager role oversees the day-to-day procurement operations with focus on improving service delivery to schools and other departments within the District. The incumbent will be responsible for the procurement and contract life cycle management of large capital projects for the School District. This position will oversee and/or prepare legal contracts including procurement process documentation and contracts such as RFI, RFPs, Tenders, Service Agreements, Software & Licensing Agreements, and Confidentiality Agreements. Through this work, the Assistant Manager will be executing projects that have a direct impact on students, staff and the community, and will leave a legacy for future generations.

Who we are:

The Langley School District is situated on the traditional unceded territories of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations. We are an innovative, inspiring, and unified learning community committed to our Core Values: Integrity, Courage, Excellence, and Community. Our District mission is



to inspire all learners to reach their full potential and to create a positive legacy for the future. This mission is demonstrated both in and out the classroom. We offer a broad range of innovative programs and services to support the learning of our students and staff in 31 elementary, 5 middle, and 9 Secondary schools which are home to over 24,000 students. Our District celebrates diversity and fosters a nurturing and inclusive culture. We care deeply about our students and staff, and prioritize health, safety, and mental wellness through various initiatives in the District.

What you bring:

- Completion of post-secondary education in Business Administration, Risk Management, and/or similar coursework.
- Possession of the Supply Chain Management Association of Canada's SCMP designation or comparable is required.
- More than 6 years' direct work experience in a similar capacity, with increasing responsibilities for managing the duties and responsibilities of others within a procurement environment.
- Strong capital procurement experience, project management skills and CCDC contracts knowledge.
- Strong working knowledge of the types and appropriate use of Competitive Bidding tools, RFP, RFQ, RFT, ITT, RFSQ, RFI, service agreements and EOI.
- Knowledge of education sector, provincial and Canadian procurement laws and requirements related to Public Procurement activities will be considered a strong asset.
- Excellent problem solving and decision-making skills.
- Ability to work independently and exercise good judgement.
- Strong communication and interpersonal skills including the ability to develop cohesive working relationships with your team and with other departments in the District.
- A valid BC driver's license and ability to travel to various schools/facilities within the District.

To fulfill the duties successfully, this role has the benefit of:

- A comprehensive health benefits package, including MSP, extended health and dental, and municipal pension plan.
- Career growth with employer-paid Pro-D training and leadership development opportunities.
- Health & Wellness supports through our Health & Wellness Support Program, including counselling, critical incident and innovative wellness services are available to employees and their immediate families.

Qualified applicants may apply online on Make a Future at <https://bit.ly/3SYmxQ7>.