

Senior Buyer

Surrey Schools, recipient of the BC's Top Employer and Canada's Greenest Employer awards, provides quality education to over 75,000 students in British Columbia's fastest-growing community. Serving a diverse, multicultural urban centre, we are a progressive school district offering a broad range of innovative programs and services to support the learning of our students and staff.

The largest district in BC, the Surrey School District has 103 elementary schools, 22 secondary schools including a distributed (online) learning program, five learning centres, three adult education centres, and a variety of satellite and inter-agency programs serving a wide range of student needs along with various administration offices.

Further information regarding our district is available on our website: <https://www.surreyschools.ca>

Position description:

A Senior Buyer performs work relating to the procurement of a wide variety of goods, materials, services and equipment of a high dollar value and of a complex nature for the School District. An employee in this classification processes requisitions, clarifies requirements with user departments, creates, constructs and updates Request for Proposal, Request for Quote and Request for Tender documentation. Obtains and evaluates RFP's, RFQ's and RFT's, as well as other procurement documents with quantitative and qualitative analysis based on weighted criteria. Compiles data and provides to user department to support all awards to successful bidders including long and short term contracts.

A Senior Buyer interprets and applies District policies and regulations, and follows Trade Agreement procurement processes (AIT, NWPTA, WTO, NAFTA).

Work is conducted under the direction of Management and involves the exercising of independent judgment and action within defined parameters.

This position is a 37.5 hour week, Full-Time, Monday to Friday position. \$33.83/hr. plus benefits package: Municipal Pension, health, vacation & sick benefits. Effective date per collective agreement.

Summary of essential job functions:

Reviews purchasing data to determine the appropriate methods of acquisition through value analysis and determines appropriate competitive bidding tools and methods.

Reviews user provided product descriptions and specifications for inclusion in the development and creation of request for proposals (RFP's) or other competitive bid documents.

Analyses and evaluates bids and ensures that all quantitative and qualitative data is compared and applied for higher dollar value or more complex requirements.

Prepares Evaluation Analysis, constructs Approval of Award for stakeholder sign off and support of award decision as determined by users.

Ability to evaluate quantitative and qualitative data of bids to determine the most appropriate supplies.

Maintains internal and external confidentiality.

Minimum requirements:

- Six years recent purchasing experience in a public organization.
- Certified Professional Purchaser's Designation (SCMA)
- Membership in good standing in the Supply Chain Management Association of Canada
- Knowledge of the types and appropriate use of Competitive Bidding tools, RFP, RFQ, RFT, RFSQ, RFI and EOI.
- Knowledge of public procurement provincial/federal laws, legislation and treaties.

Interested and qualified applicants should apply on Make a Future at <https://bit.ly/3MJXSbu> by 4pm Monday May 16th, 2022. Be sure to upload resume and cover letter.

Note: The successful applicant is required to consent to a Criminal Record Search prior to employment. Only applicants selected for interviews are contacted. To all others, thank you for your interest.

