



## **ASSISTANT MANAGER, PURCHASING**

*The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The q'ícá y' - Katzie, the q'wa:ná'ən - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.*

Serving a diverse multicultural urban centre, Surrey Schools, recipient of the BC's Top Employer and BC Greenest Employer awards, is a progressive district offering a broad range of innovative programs and services to support the learning of our students and staff. Spread across one of the largest and fastest growing cities in British Columbia, we are the city's second largest employer. Surrey Schools is also the largest school District in British Columbia and serves the City of White Rock, Surrey and the rural area of Barnston Island. We provide quality education to over 75,000 students with 130 schools and other facilities with an annual budget of over \$800 million and more than 12,000 employees.

The District is seeking qualified candidates for the position of **Assistant Manager, Purchasing**. This position reports to the Manager, Purchasing.

### **Job Description:**

The Assistant Manager, Purchasing, will be responsible for overseeing day-to-day Purchasing department operating activities, excluding construction and major renovations, valued at approximately \$45 million annually including:

- Supervision of a team of seven,
- Daily management of department operations including distribution of workload, monitoring of productivity, and ensuring published customer service standards are consistently met,
- Coordination of the planning, execution, tracking, and completion of projects,
- Training, coaching, and development of staff according to their individual career plans,
- Management of relationships with key stakeholders including all levels of district management, staff, the supplier community, and representatives from peer organizations such as other school districts, EDCO, and Focused Education Resources,
- First point of contact for internal and external stakeholder problem solving and conflict resolution,
- Provision of weekly, monthly, and annual reports on established metrics to department management.

### **Qualifications, Skills and Experience:**

- Professional accreditation (SCMP) in good standing.
- Familiarity with public sector procurement law and practices.
- Minimum three years of previous Management/Supervisory experience,
- Demonstrated ability to influence and deal tactfully and confidentially with internal and external customers at all organizational levels in a dynamic environment,
- Excellent interpersonal, verbal and written communication skills,

- Demonstrated ability to be creative, prioritize projects, make decisions, and facilitate resolution of issues,
- Ability to provide innovative solutions to problems.

**Qualified and interested applicants should apply on Make a Future at <https://bit.ly/3X8veH9> by December 5<sup>th</sup>, 2022, be sure to upload resume and cover letter.**

**Note:** Successful applicants will be required to consent to a Criminal Record Search prior to employment. Only those persons selected for interviews will be contacted. To all others, thank you for your interest.

