

Work in BC's most culturally diverse and urban school district, Vancouver School District No. 39. Set in one of the world's most livable cities, Vancouver is a community-minded district seeking talented educators, progressive leaders, and skilled support staff to enrich the learning experience of Vancouver's 50,000 students.

**The Vancouver Board of Education welcomes applications for the position of:
Junior Buyer (Technical & Resource Support C)**

**Location: VSB Education Centre (1580 West Broadway)
Department: Purchasing & Administrative Services
Position Type: Permanent
Annual Salary: \$57,675.80
(+ extensive benefits and pension plan)
Hours of Work: 7 hours per day
Start Date: Immediately**

In this role, you will:

- Provide Buyer duties for the Department
- Manage the procurement process for standardized equipment, supplies and services for the best value to the Board
- Prepare (in consultation with user departments) non-technical and general specifications for bid documents, analyse (with written supporting documentations and reports) and recommend best value
- Determine sources of supply from Purchasing information and from the marketplace
- Award routine purchases, track orders, solve problems and expedite as necessary
- Refer difficult product comparisons or long term purchases to senior buyer positions or supervisor for decision making and assist senior buyers with research and historical information
- Maintain varied records of purchasing statistics, descriptive lists, work-in-progress, scheduled and completed files, etc.
- Ensure accuracy of all information, documentation and processes
- Keep up-to-date on market conditions, price trends, and bring unusual matters or developing price trends to the attention of supervisor with supporting analysis and recommendations
- Provide Technical and Resource Support to Division
- Perform other duties within the job band as assigned

Qualifications:

- Grade 12 plus completion of the Supply Management Training (SMT) program offered by the Supply Chain Management Association (SCMA) of Canada or equivalent supply chain education offered by a recognized educational institution or supply chain association
- Minimum of 2 years related procurement experience
- Good knowledge of modern purchasing methods and principles, regulations, policies and procedures
- Ability to evaluate quality, price and suitability of goods
- Candidates must possess sound judgement, independent decision-making, problem solving and strong communication skills
- Proficiency in Enterprise Resource Program (ERP) system and Microsoft Word and Excel
- Professional public procurement is an asset

Your application must include:

- Cover letter
- Resume
- Three reference names (must be supervisors) with their email addresses and telephone numbers

****Please note that only shortlisted candidates will be contacted regarding an interview. Please apply at <https://bit.ly/3s89mqg> ****

The District welcomes qualified applicants who value equity and diversity as essential to excellence. The distinct makeup of the VSB community strives to support the inclusion of all voices. You may wish to share some lived experiences that demonstrate your connections to our diverse student community.