



School District No. 43 (Coquitlam)

Invites applications for the position of

Buyer 1

Regular Full Time (35 hours a week - 08:30am to 4:00pm)

Coquitlam School District invites applications from individuals for the position of Buyer 1. As the third largest school district in the province, we are located within a 40 minute drive from downtown Vancouver. The school district has a population of 34,000 students with approximately 4,500 teaching, administrative, managerial and support staff.

This experienced Buyer 1 reports to the Manager of Purchasing and Transportation Services and will serve as a key member of the department performing a variety of duties relating to the procurement of equipment, supplies, services and construction.

The successful applicant will possess Grade 12 including courses in Business Education, strong working knowledge in related computer software (such as MS Office), one-year post-secondary management courses that would lead to acceptance into the Supply Chain Management Designation Program (SCMP), along with completion of Year 1 of the Supply Chain Management Designation program. This individual will have excellent written and verbal communication skills and at least 2 years' experience in a similar role within a large-scale purchasing operation.

This is a unionized position which offers \$34.63 per hour (35 hours a week) including an attractive benefit package which includes extended health, dental, MSP and a pension plan (MPP).

To view the original posting, please visit Make a Future at <https://buff.ly/3UTdlqU>,

To apply, please click on the following link and create a user account/profile.

<https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile you will have access to the job postings

We appreciate your interest but regret that only those candidates selected for an interview will be contacted.

As one of Canada's best employers (Forbes, 2023), SD43 (Coquitlam) values diversity in the workplace and strives to honour each person's unique lived experiences. We welcome and encourage applications from candidates with varied backgrounds, cultures, races, abilities and intersectionality.