



BUILD YOUR CAREER

WITH THE CITY OF PRINCE GEORGE

PROCUREMENT ANALYST REGULAR FULL-TIME RISK & PROCUREMENT / ADMINISTRATIVE SERVICES DEPARTMENT

A Progressive Role with Room for Advancement

About Our Community

Boasting a high quality of life and standard of living, Prince George has all of the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities. It's a 15-minute drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all of these opportunities and more!

About Our Organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With plenty of opportunities for employee training, professional development and employee wellness programs, a healthy work-life balance is encouraged.

About The Opportunity:

The City of Prince George is seeking a Procurement Analyst with experience working in the public sector to join our team. Reporting to the Procurement Supervisor, you will be responsible for purchasing commodities, equipment, services and other miscellaneous maintenance and operations materials. You will also work with a variety of departments and suppliers to deal with quality issues, service requirements, delivery details, prices and bids.

About Your Background:

This dynamic role is best suited for an independent and innovative self-starter with strong judgment and organizational skills. As a **Procurement Analyst 1** (starting wage \$32.51) you have completed Grade 12 plus at least two relevant purchasing courses along with at least two years of related purchasing experience, preferably in a public sector agency or large corporation. To qualify as a **Procurement Analyst 2**, (starting wage \$33.24) you also have at least three years of experience and are actively pursuing a Professional Purchasing designation. As a **Procurement Analyst 3**, you also hold an Associate degree or diploma in a related Field, have completed a purchasing designation and have at least five years of related experience.

A full privilege Class 5 BC driver's license (or out of province equivalent) is required.

As a condition of employment, the incumbent must be able to obtain and maintain a clear Police Information Check for offenses related to the position.

Why You Will Love Working for our Risk & Procurement team at the City of Prince George:

- Enjoy a progressive role with room for advancement!
- Enjoy a competitive wage of \$32.51- \$38.45 per hour plus a comprehensive benefits and pension package. Compensation is based on level of qualifications. Please refer to the job description for details.

Please refer to the [job description](#) on our website for more details about this exciting career!

If you are interested in joining our team, please apply including a current driver's abstract by **April 7, 2020** to:
<http://princegeorgejobs.prevueaps.ca/jobs/>

[Move Up Prince George](#)

[City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.