



SCHOOL DISTRICT NO. 73
(Kamloops-Thompson)

School District No. 73 (Kamloops-Thompson) Buyer

School District No. 73 is currently accepting applications for the position of Buyer.

Under the limited supervision of the Purchasing Manager, the Buyer arranges for the purchases of goods and services requiring knowledge gained through research for the School District. Work is varied and requires the incumbent to comprehend, judge and make responsible decisions based on School District need and available product knowledge.

ABILITIES, KNOWLEDGE AND SKILLS:

- Intermediate/Advanced ability in using Word Processing and Spreadsheet software, such as MS Word and Excel (or similar tools such as Open Office and Google docs and sheets).
- Ability to conduct extensive internet research and utilize internet business ordering portals.
- Knowledge of public sector legal requirements and related procurement practices as governed by NWPTA, TILMA, FOIA, AIT, and other trade agreements as applicable.
- Ability to organize and prioritize workload.
- Ability to communicate and maintain effective working relationships with District staff, in addition to various outside agencies/suppliers.
- Ability to comprehend and utilize applicable tax exemptions available to the School District.
- Ability to assign, direct and guide the work of those employees in a lower classification, as assigned by the Purchasing Manager.
- Ability to answer inquiries relating to technical purchases requiring significant research and provide appropriate information concerning Purchasing policies and procedures.
- Working knowledge of School District product and service requirements.

QUALIFICATIONS:

- Grade 12
- Completion of the 4 core SCMA SMT Technical courses:
 - Procurement
 - Logistics
 - Transportation
 - Operations Management
- Minimum of 4 years proven previous work experience in Purchasing as an intermediate Buyer.
- Working knowledge of Public Sector Purchasing policies and procedures.

Further information can be found on the [makeafuture](http://makeafuture.ca) website.

If you have the above qualifications, please submit your written application by 4:00 p.m. on Thursday, June 17, 2021 to makeafuture.ca/Kamloops-thompson.

Deadline to apply: Thursday, June 17, 2021 at 4:00 p.m.