



## INFORMATION

 bcit.ca

 @BCIT

 Burnaby, BC

## EXPERIENCE

- Purchasing
- Capital construction and procurement projects
- Contract management
- Competitive bidding
- Administration

## COMPETENCIES

- Innovation
- Strategic thinker
- Collaborative
- Proactive
- Relationship builder

## TO APPLY

Cover Letter and resumé  
via email: [info@hwest.ca](mailto:info@hwest.ca)

BCIT's campuses are located on the unceded traditional territories of the Coast Salish Nations of Skwxwú7mesh (Squamish), sə'ílilwətaʔ (Tsleil-Waututh), and xwməθkwəyəm (Musqueam).

## ORGANIZATIONAL PROFILE

Founded in 1964, BCIT is one of British Columbia's largest post-secondary institutions, providing its students with cutting edge education and practical credentials, broad and relevant skills. Each year, approximately 18,000 full-time students and 30,000 part-time students study with BCIT at one of its diverse campus locations: Burnaby Campus, Downtown Campus, Marine Campus, Aerospace Technology Campus, Annacis Island Campus and the Satellite Locations. BCIT's international partnerships span training, education and research initiatives in South America, Central America, East Asia, and Eastern Europe.

The Purchasing Department, within Corporate Services, and located at the Burnaby Campus, provides procurement services for the supply of goods and services across BCIT including the Burnaby, Marine, Aerospace, Downtown, Marine, and Annacis Island campuses. The department is supported by five Senior Buyers, one Buyer, two Junior Buyers, and a Purchasing Assistant. A Systems Administrator and Administrative Assistant provide support to the Purchasing Department and Corporate Services.

## ABOUT THE ROLE

Reporting to the Assistant Director, Corporate Services (Purchasing), the Manager, Capital Procurement is responsible for the leadership and direction for a wide variety of purchasing and administrative duties relating to competitive bidding and establishing contracts for construction projects, capital equipment, materials, and related professional services. Oversees and manages construction procurement activity and associated contracting.

This is a challenging and dynamic opportunity for an innovative purchasing professional who has a minimum of seven years' experience in construction procurement in a unionized setting. The preferred candidate will have a bachelor's degree in Business, Economics with technical training in construction, competitive bidding, contract management and contract law. A professional certification through the Supply Chain Management Association of Canada (SCMP) will be an asset. The ideal candidate will have strong organizational abilities with excellent interpersonal, communication, and strategic planning skills. A combination of education and experience may be considered.

## CONTACT DETAILS

*BCIT champions diversity of experiences, ideas, cultures and perspectives, building a workplace on inclusion and equality.*

*Should you be interested in learning more about this unique opportunity with BCIT, please contact Harbour West Consulting at 604-998-4032 or forward your resumé, a letter of introduction and the names and contact information for three references, in confidence, to [info@hwest.ca](mailto:info@hwest.ca). We will respond to all who express interest.*