

Buyer

Position Details

Position Information

Position Title

Buyer

Who We Are

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Position Summary

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BCIT's **Purchasing** department requires a *regular, full-time Buyer. This position performs a variety of duties related to purchasing of services as well as capital equipment of a complex nature, and consumable supplies and materials. Responsible for specific purchasing areas that may include: laboratory and scientific equipment, electronic and computer related, broadcast and audio visual, construction/industrial and manufacturing. Generally, the responsibility and requirements of this position are of a somewhat complex, technical and/or unique nature and requires the ability to make judgments based on multiple factors. Internal and external communications forms a major part of this position.

Duties & Responsibilities

BENEFITS OF WORKING AT BCIT:

- Being a part of BC's [Top 100](#) Employers, and a member of the [CCDI](#).
- A generous Total Compensation [package](#) which includes extended health and dental benefits and a superb [pension](#) plan.
- Access to [Professional Development Funds](#) and opportunities for career development.
- Increase your knowledge with [Tuition](#) waivers for BCIT courses.
- Enjoy subsidized parking and discounted access to our fitness facilities (including classes like Yoga and Zumba).
- Additional [Wellness](#) and Employee Assistance programs.

Qualifications

QUALIFICATIONS:

- Grade 12 plus 2 years post-secondary education which includes Level 2 completion of the SCMA (Supply Chain Management Association) Accreditation Program or a SCMA Certificate in Purchasing.

- Two years general purchasing experience plus 2 years experience in a buying position.
- Microsoft Office knowledge is required, as well as Internet, email. Preference is for SCT Banner experience.
- Excellent communication, organizational and interpersonal skills and the ability to prepare written reports are required.
- Ability to negotiate, work to tight deadlines and changing priorities is essential.
- Must be a team player. Must respect confidentiality requirement of position.
- Knowledge of terminology in at least two of the following areas is required: medical, scientific, technical, vocational.

Please note: These are the minimum required qualifications. This position is a day shift position as defined in Article 14.1 of the Collective Agreement.

Salary Range Pay Grade 8; \$ 51,594 with yearly increments to \$ 56,088 per annum

Additional Salary Information Salary prorated based on percentage and term of appointment.

Position Details

Posting Category Administration

School/Service Area Supply Management

Campus Location Burnaby campus

Bargaining Unit BCGEU Support Staff

Job Status Regular

Full-Time/Part-Time Full-Time

Number of Vacancies 1

Anticipated Start Date 01/15/2020

Anticipated End Date

Competition Information

Competition Number SS32CP19

Competition Open Date 11/15/2019

Competition Close Date 11/25/2019

Open Until Filled?

Quicklink for Posting <http://careers.bcit.ca/postings/1417>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. What is the highest level of education attained?
 - GED
 - High School Diploma
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
 - PHD

2. How many years of experience do you have in this type of position?

- o 0-1
- o 1-2
- o 3-5
- o 6-9
- o 10+

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None