



School District No. 43 (Coquitlam)

Invites applications for the position of

Buyer 1

Temporary Full Time

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

January to April 2020

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 32,000 students with approximately 4,300 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 and related computer software supplemented by completion of Year 1 of the Supply Chain Management Association of Canada's Accreditation Program and/or equivalent training and experience. Computer skills including Word, Excel, excellent written and verbal communication skills and at least 1 year purchasing experience in a large scale purchasing operation performing a variety of buying functions.

We offer \$28.78 per hour plus 16% in lieu of benefits as this is a temporary position.

To apply, (by October 31st, 2019) 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

All applicants are advised that they must sign a release to permit a criminal record check prior to confirmation of hiring. We appreciate your interest but regret that only those candidates selected for an interview will be contacted.