

## Buyer, Supply Chain (Regular, Full-Time)

Do you have strong business acumen and strategic sourcing experience running the RFX process (RFP's,RFI's and RFX)? Join a team focused on making a difference: help us improve our supply chain efficiency and decrease our costs, so we can use those funds to provide better health care.

### What you'll do

- Prepare specifications, conditions and legal binding documents for the formal tendering of equipment, supplies and services. Solicit and analyze vendor quotes for price, quality and conformity to specifications. Negotiate supply and service contracts and/or place purchase orders.
- Monitor compliance with contractual terms and conditions. Monitor delivery dates, resolve shipping problems, expedite late deliveries, respond to inquiries and complaints, investigate order discrepancies, review backorders, adjust prices, arranging for credit, return or exchange as appropriate and mediate disputes.
- Conduct cost benefit analysis for alternative systems and products. Research and maintain current commodity knowledge for sources of supply locally, domestically and internationally; economic trends; environmental issues; laws; currency exchanges; technology and areas of standardization and industry development.
- Participate in department meetings and committees, including arranging meetings, circulating notices and agendas, recording and distributing notes and/or minutes of meetings.

### What you bring

- Grade twelve (12) graduation, recognized purchasing courses and five (5) years' recent, related experience or an equivalent combination of education, training and experience.

### You can

- Communicate effectively verbally and in writing.
- Work well with others.
- Operate related equipment (Microsoft Office).

### What's in it for you?

Every PHSA employee enables the best possible patient care for our patients and their families. Whether you are providing direct care, conducting research, or making it possible for others to do their work, you impact the lives of British Columbians today and in the future. That's why we're focused on your care too – offering health, wellness, development programs to support you – at work and at home.

- Join one of BC's largest employers with province-wide programs, services and operations – offering vast opportunities for growth and development.
- Access to more than 2,000 in-house training programs.
- Enjoy a comprehensive benefits package, including municipal pension plan.
- Perks include onsite fitness classes and discounts to 350 BC-wide recreational programs, travel, technology, car and bike sharing, and more.

If this sounds like you, please send your resume to Shaesta Rajabali at [shaesta.rajabali@phsa.ca](mailto:shaesta.rajabali@phsa.ca)

**Job Type:** Regular Full Time

**Location:**1795 Willingdon Avenue, Burnaby

**Closing date:** Until Filled

**Wage:**\$27.98/hour + Benefits

**Hours of work if available:**0730-1530

**Reference number:**090315E

### **What we do**

Provincial Health Services Authority (PHSA) plans, manages and evaluates selected specialty and province-wide health care services across BC, working with the five geographic health authorities to deliver province-wide solutions that improve the health of British Columbians. Our values reflect our commitment to excellence and include: Respect people – Be compassionate – Dare to innovate – Cultivate partnerships – Serve with purpose. Learn more about PHSA and our programs: <https://jobs.phsa.ca/programs-and-services>

PHSA is committed to employment equity and hires on the basis of merit, encouraging all qualified individuals to apply. We recognize that our ability to provide the best care for our diverse patient populations relies on a rich diversity of skills, knowledge, backgrounds and experiences, and strive to create a safe, inclusive and welcoming environment.