

Work in BC's most culturally diverse and urban school district, Vancouver School District No. 39. Set in one of the world's most livable cities, Vancouver is a community-minded district seeking talented educators, progressive leaders, and skilled support staff to enrich the learning experience of Vancouver's 50,000 students.

The Vancouver Board of Education welcomes applications for the position of:

Junior Buyer (Technical & Resource Support C)

Location: VSB Education Centre (1580 West Broadway)

Department: Purchasing & Administrative Services

Position Type: Permanent

Annual Salary: \$54,345

(+ Extensive Benefits Package)

Hours of Work: 7 hours per day

Start Date: Immediately

<https://bit.ly/2nZgldP>

Senior Buyer (Technical & Resource Support D)

Location: VSB Education Centre (1580 West Broadway)

Department: Purchasing & Administrative Services

Position Type: Permanent

Annual Salary: \$62,717.20

(+ Extensive Benefits Package)

Hours of Work: 7 hours per day

Start Date: Immediately

<https://bit.ly/2mkCjaR>

JR Buyer

In this role, you will:

- Provide Buyer duties for the Department
- Manage the procurement process for standardized equipment, supplies and services for the best value to the Board
- Prepare (in consultation with user departments) non-technical and general specifications for bid documents, analyse (with written supporting documentations and reports) and recommend best value

- Determine sources of supply from Purchasing information and from the marketplace
- Award routine purchases, track orders, solve problems and expedite as necessary
- Refer difficult product comparisons or long term purchases to senior buyer positions or supervisor for decision making and assist senior buyers with research and historical information
- Maintain varied records of purchasing statistics, descriptive lists, work-in-progress, scheduled and completed files, etc.
- Ensure accuracy of all information, documentation and processes
- Keep up-to-date on market conditions, price trends, and bring unusual matters or developing price trends to the attention of supervisor with supporting analysis and recommendations
- Provide Technical and Resource Support to Division
- Perform other duties within the job band as assigned

Mandatory Qualifications:

- Completion of Grade 12
- **Completion of the Supply Management Training (SMT) Program** offered by the Supply Chain Management Association (SCMA) of Canada or equivalent supply chain education offered by a recognized educational institution or supply chain association.
- **Minimum of 2 years procurement experience in a buyer capacity role.**

Additional Qualifications:

- Good knowledge of modern purchasing methods and principles, regulations, policies and procedures
- Ability to evaluate quality, price and suitability of goods
- Candidates must possess sound judgement, independent decision-making, problem solving and strong communication skills
- Proficiency in Enterprise Resource Program (ERP) system and Microsoft Word and Excel
- Professional public procurement is an asset

SR Buyer

In this role, you will:

- Successfully manage the procurement process for a variety of commodities
- Prepare specifications and contract wording for written competitive procurements, analyses and recommend best value
- Negotiate contracts
- Place and track orders and expedite as necessary
- Maintain vendor files
- Maintain varied records of purchasing statistics, descriptive lists, work-in-progress, schedules and completed files, etc.

- Ensure accuracy of all information, documentation and processes
- Keep up-to-date on market conditions, price trends, and bring unusual matters of developing price trends to the attention of supervisors with supporting analysis and recommendations
- Prepare cost estimates
- Liaise with other departments regarding budget allocations, commitments and price structures
- Plan, assign and supervise the work of a small group of staff in a team environment
- Provide technical and resource support to Division
- Perform other duties within the job band as assigned

Qualifications must include:

- Completion of Grade 12
- **Completion of the Supply Chain Management Professional designation (SCMP)** or similar supply chain education from a recognized educational institution
- **Minimum of 4 years related procurement experience**
- Experience in assembling, issuing and awarding competitive procurement, report writing and contract preparation
- Ability to evaluate quality, price and suitability of goods
- Candidates must possess sound judgement, independent decision-making, problem solving and strong communication skills
- Proficiency in Enterprise Resource Program (ERP) system and Microsoft Word and Excel
- Experience in public sector procurement is an asset

Your application must include:

- Cover letter
- Resume
- Three reference names (must be supervisors) with their email addresses and telephone numbers

Jr Buyer

To apply please visit, <https://bit.ly/2nZgldP>.

Sr Buyer

To apply please visit, <https://bit.ly/2mkCjaR>.

****This posting is ongoing until filled. Qualified applicants are encouraged to apply as soon as possible. Please note, only shortlisted candidates will be contacted regarding an interview****