

Manager of Purchasing and Transportation

Full time, permanent position

In West Vancouver Schools, we set high expectations for our more than 7,200 students who come from the District of West Vancouver, the Squamish Nation, the Village of Lions Bay and across the water from Bowen Island. We aspire to be the finest education system in the country – for our children, our employees, our community and our world.

This position provides an exciting opportunity to lead and manage all aspects of the acquisition of goods and services, management of transportation services, and the management of rentals of district property.

Using your strong, collaborative approach and superior customer service skills, you are expected to establish and maintain strong business associations with suppliers to maintain competitive prices, and to ensure excellent supplier delivery and quality performance. The Manager is also expected to develop and implement creative solutions to improve the supplier network, maximize procurement initiatives and reduce the total cost of procurement.

As part of a team where individuality and autonomy are expected and encouraged, your drive for excellence is rooted in an entrepreneurial outlook and a creative, inclusive problem-solving approach to your interactions with others. Collaborative communication is of paramount importance in this role. You will bring a warm, curious and respectful approach to all communications.

West Vancouver, one of the most desirable residential communities in all of Canada, lies along a waterfront bounded by ski hills and hiking trails to the north, the Capilano watershed and river canyon to the east and Howe Sound and Burrard Inlet to the west and south. The renowned Lions Gate Bridge, linking West Vancouver to Vancouver, marks the entrance to great shopping, excellent restaurants and an active cultural scene as well as the gateway to some of the most spectacular outdoor adventure areas on the B.C. coast.

Required Qualifications and Experience:

- Successful completion of the SCMP Supply Chain Management Professional Program or equivalent combination of education and experience;
- Demonstrated knowledge of vendor management strategies including excellent negotiation skills and ability to build relationships with suppliers;
- Excellent sourcing and researching skills;
- Excellent customer service skills;
- Strong problem-solving skills and the ability to develop and implement creative solutions;
- Knowledge of price indicators and industry market trends;
- Proven ability to supervise, discipline and evaluate the work of a unionized staff and deal with any grievances which may arise.
- Working knowledge of computerized financial systems, including spreadsheets
- Good communication skills;
- Ability to work both independently and as a member of a team;
- Related work experience in the K-12 Public school system will be an asset.

If you have any questions or would like the complete job description, please email Stephanie Mascoe at smascoe@wvschools.ca

The District offers a competitive compensation package commensurate with qualifications.

Qualified candidates are invited to submit a resume via <https://bit.ly/2RoU5c5> under West Vancouver Schools by no later than **1:00pm Friday April 23, 2021**. Please note that email and fax applications will not be accepted.

Successful applicants not currently employed by West Vancouver Schools are required to sign a “consent for Criminal Record Search” to permit a criminal record review. Only those individuals under consideration will be contacted.