

DEPARTMENT:	<i>Finance</i>	STATUS:	<i>Regular Full-time</i>
NO. OF POSITIONS:	<i>One</i>	UNION:	<i>CUPE Local 387</i>
HOURS OF WORK:	<i>35 hours per week*</i>	SALARY:	<i>\$63,845 - \$75,168 annually + comprehensive benefits package</i>

Do you want to work on large projects that will serve thousands of our community members and will become part of the City's heritage? Do you love the idea of seeing a completed project, building or structure and knowing that you were part of the team that built it? If you are interested in a role where you'll join a fast paced team that is an integral part of the City of New Westminster and will challenge you professionally, then we want to meet you!

The Intermediate Buyer, reporting to the Manager of Purchasing and working closely with both the Manager and CFO/Director of Finance, will be a core member of the team leading the way on critical work with city-wide Procurement Strategies, Developing, Administering, and Monitoring Awarded Service and Purchase Contracts. The Intermediate Buyer, working with Purchasing team, will liaise with city-wide Operational staff and provide advisory support on a variety of complex purchasing matters and will be valuable in providing timely and critical information around potential project risks, change orders, cash outflow timelines and overall contract status reports to the Manager of Purchasing & to the CFO/Director of Finance while the city delivers on the Strategic Priorities and Core Services.

As a key member of the team, your accountabilities will include:

- Assisting in administering purchasing operations including making recommendations concerning purchasing policies and practices;
- Assisting in preparing specifications, contracts, and tender documents for a variety of products and services and to monitor and administer such contracts and solve complex problems by identifying and evaluating issues and providing a solution that brings "Best Value" to the City and clients;
- Utilizing an innovative approach to public buying as it applies to contract law, tendering and negotiations;
- Liaising, communicating and establishing working relationships across the Purchasing team and all other operational departments;
- Providing procurement advisory support and strategies and analyzing major procurements prior to award and decision impact analysis;
- Evaluating quantity, price and service factors to determine quality and suitability of all supplies, services and commodities purchased or leased; and
- Performing related duties in keeping with the purpose and accountabilities of the role.

Requirements include:

- Minimum completion of 4 Modules in the Supply Chain Canada designation program or 3 to 5 years of related experience, supplemented by related training; or an equivalent level of experience and education as deemed suitable by the employer.
- Completion of Grade 12.
- Strong experience in working with Microsoft Office (Excel, Word, Powerpoint) and ERP systems (eg JD Edwards);
- Knowledge of the concepts, practices and techniques of purchasing principles and practices, processes and systems, relevant regulatory policies, procedures and legislation.
- Knowledge of municipal functions, organization, policies and procedures is an asset.
- Communication and interpersonal skills to establish and maintain effective working relationships with internal and external contacts and present proposals in non-technical language.
- Problem-solving and analytical skills to develop logical and creative solutions for non-standard issues.

*This position is eligible to participate in a compressed work week.

Apply by sending your **cover letter and resume in one document** quoting the **competition number 21-29, by May 14, 2021** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #21-29**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.