



**PROCUREMENT SPECIALIST
FINANCE DIVISION**

(REGULAR FULL TIME OPPORTUNITY)

Position: A regular full time Procurement Specialist opportunity is available in the Finance Division of the Corporate Services Department at the Cowichan Valley Regional District (CVRD). Reporting to the Procurement Officer, the Procurement Specialist is responsible for facilitating the purchase of goods, services and construction on behalf of the CVRD. The Procurement Specialist will provide direction and advice to staff on a wide variety of procurement activities and will ensure the purchasing policy is adhered to.

Qualifications: Two-year diploma in business management or a relevant discipline from a recognized post-secondary educational institution. A Supply Chain Management Professional (SCMP) designation or similar procurement training from a recognized educational institution. Preference may be given to candidates with a formal accredited procurement certificate. A minimum of four (4) years of public sector procurement experience, preferably in local government. An equivalent combination of training and experience may be considered. Knowledge of: public sector procurement legislation; competitive bidding laws, applicable trade agreements and any associated regulations, particularly as they relate to a local or regional government. Knowledge of Enterprise Resource Planning (ERP) systems and knowledge and understanding of the tendering process and other competition bid processes. Detailed knowledge of all industry standard public purchasing contract forms – from goods and services purchases to complex construction contracts. Knowledge of project management processes is considered an asset. Ability to: establish and maintain courteous, tactful, diplomatic working relationships with other employees, general public and Regional Board members; communicate effectively both verbally and in writing; participate as an engaged member of a team and to work independently; learn and apply new skills; make decisions in accordance with the applicable regulations, policies and procedures; work in a confidential manner; organize and manage projects and deadlines with acute attention to detail; research, develop/analyze concepts and strategies and to problem solve. The successful applicant must have strong analysis, risk assessment and business strategy skills and be motivated and willing to take initiative and full responsibility for selected activities. They must have a demonstrated ability to be proactive, adaptable to changing needs and be a strategic thinker. Advanced skills in Microsoft Office, particularly spreadsheets and databases, is also required.

Hours of Work: **Hours of Work:** The hours of work are 35 hours per week Monday to Friday. This position may be required to attend some evening and weekend meetings.

Salary: This position is unionized (CUPE Local 358) and is compensated at a wage rate, in three steps, of \$39.24-\$40.39-\$41.58 per hour (2019 rates). Flex time and a comprehensive benefits package are offered with this position.

Applications: Qualified applicants are invited to submit a cover letter and resume, in confidence, clearly quoting **Competition FIN19086-E** by 4:30 p.m. on **October 17, 2019** to the Human Resources Division at hr@cverd.bc.ca in MS Word or pdf format, or to 175 Ingram Street, DUNCAN BC V9L 1N8, or by fax to 746-2522.

Note: Testing may be required during the interview process. Testing is based on the knowledge, skills, abilities and qualifications outlined in the job description.

Date of Posting: September 26, 2019