

Job Ad – Procurement & Contracts Lead

Columbia Basin Trust is seeking a Procurement & Contracts Lead to join our team. This is a great opportunity for an individual with procurement experience who is results oriented, builds strong relationships and has extensive knowledge of contract language and legal requirements for contracts. This is a regular, full time position based out of any of our four offices: Castlegar, Cranbrook, Nakusp or Golden.

Reporting to the Senior Manager, Information Services, the successful candidate will:

- Manage the procurement life cycle by providing oversight, procurement expertise and consultation for all business led procurement activities.
- Lead public tendering and bidding processes.
- Ensure compliance with tendering and contracting laws, federal, and provincial regulations, and trade agreements.
- Prepare and provide training to staff on procurement policies and associated processes and procedures.
- Provide contract support by facilitating contract changes, amendments, dispute resolution and vendor management.
- Understand commercial, legal, risk, environment, health and safety issues and provide advice to business units to ensure the organizations liabilities are minimized.
- Provide guidance to the organization in contracting processes and systems.

We are looking for an individual with a university degree in business administration or a related field, as well as supply chain management education from a recognized institution. The ideal candidate will have a minimum five years of demonstrated experience in procurement, purchasing and contract administration. Familiarity with public sector guidelines, in particular public tendering processes for procurement and contract management in British Columbia is key. This individual must have the ability to maintain strong communication internally and externally, and the ability to take accountability and achieve targets.

How to apply:

If you have what it takes to fill this challenging and exciting position submit a cover letter and resume on our website at <https://ourtrust.org/about/careers/> by February 7, 2021. The Trust respects and values the rich and diverse cultures in the Basin. We welcome and encourage those who identify as Indigenous to apply.

Who are we?

Our staff team is made up of Basin residents that thrive in a dynamic environment, are innovative and passionate and want to contribute to Columbia Basin communities. Working alongside the people of the Basin, the Trust is committed to strengthening where we live, now and for future generations.

The Trust operates in the traditional territories of the Ktunaxa, Lheidli T'enneh, Secwepemc, Sinixt and Syilx Nations. This region is also home to six Metis Nation BC Chartered Communities. We have offices in four communities around the Basin: Castlegar, Nakusp, Cranbrook and Golden. These communities offer year-round outdoor recreation, a vibrant arts and culture scene and much more.