



The Corporation of the District of Central Saanich

Internal/External Posting # PW 2019-10

ENGINEERING AND PUBLIC WORKS DEPARTMENT
PURCHASING COORDINATOR (Full-Time Position)

Regular Full-Time Pay Grade 55 \$34.51-\$37.23 per hour (Jan 2019 Rate)

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island, is part of the Greater Victoria Area and enjoys the reputation of being among the best locations in Canada to live, work and play. The District is bounded on both the east and west by ocean with many beach access points and is central to all amenities of the Greater Victoria area.

The District of Central Saanich invites applications from qualified individuals interested in providing full-time Purchasing Coordinator services in the Public Works Division.

Reporting to the Superintendent of Public Works, this is a senior purchasing and inventory position that supports the delivery of Public Works programs by ensuring the availability of material, contracted services, controlling inventoried materials, and equipment. The Purchasing Coordinator is also responsible to coordinate and lead the procurement of higher value materials, vehicles, equipment and services for the District by providing advice and support to other departments on purchasing practices and contracting processes.

The purchasing coordinator must have time management and organization skills that are required to work effectively in this busy environment. Your ability to work independently, multi-task and prioritize work to meet deadlines will guide success in this position. Your strong communication and relationship building skills will be essential to maintain effective working relationships with other employees, vendors, service agency representatives and the general public.

The preferred candidate will have completed courses in Business Administration and Purchasing and are accredited as a Supply Chain Management Professional (SCMP) or equivalent supply chain education offered by a recognized educational institution or supply chain association. A minimum of five (5) years responsible experience, preferably in a Public Works or similar environment, is required. You possess a valid Class 5 Drivers' license as well as valid certifications in Forklift, Transportation of Dangerous Goods (TDG), Workplace Hazardous Materials Information System (WHMIS). You have experience with computer applications such as word processing, spreadsheets, databases and computerized inventory control systems.

The salary for this full time position (40 hours per week) is Pay Grade 55 \$34.51 to \$37.23 per hour with an excellent benefit package. The hours of work will be from 8:00 a.m. - 4:30 p.m. (8 hrs/day, with a 1/2 hour unpaid lunch break), Monday through Friday, unless otherwise directed by the Superintendent of Public Works.

Qualified candidates may submit resumes in confidence to: The District of Central Saanich, Attention: Norman Doerksen, Superintendent of Public Works, 1903 Mt. Newton Cross Road, Saanichton, BC, V8M 2A9, or send by email to: resumes@csaanich.ca. This is an open competition until filled posting.

For more information, please visit www.centralsaanich.ca for full posting details on how to apply.

We thank all candidates for their interest; however, only those applicants under consideration will be contacted.