

# Senior Purchasing Officer

Are you a purchasing professional with experience in developing requests for proposal (RFP), as well as price and contract negotiation, preferably in public procurement? We have opportunities for senior purchasing officers, who will be authorized to make contractual commitments for the acquisition of commodities. You'll be responsible to ensure the integrity of the acquisition process and maximize acquisition strategies. Your activities will include coordinating projects, monitoring and maintaining vendor performance, creating contractual documents, and conducting negotiations while responding to both external and internal clients in a high pressure environment.

## What you'll do

As a senior purchasing officer you will:

- Manage a portfolio of contracts ensuring timely sourcing or renewal
- Arrange necessary project resources to ensure the clients' requirements are met by creating and monitoring procurement timelines and preparing associated bid documents
- Plan, lead, and facilitate the procurement process in multi-disciplinary procurement project team meetings
- Conduct and coordinate pre-bid meetings, on site tours, and act as a mediator in representing WorkSafeBC interests and vendor fair play
- Plan commodity acquisitions that usually involve highly technical specifications and complex evaluation processes to meet the needs of the client
- Prepare, write, and review legal contracts and analyze contracts for potential problems and opportunities
- Ensure the integrity of WorkSafeBC is maintained through the entire bid process by understanding legal duties and obligations of WorkSafeBC and bidders

## Is this a good fit for you?

We're looking for people who can:

- Provide work direction and act as a resource to co-workers and to lead evaluation teams in selecting a product or service
- Establish and maintain credible and cooperative working relationships with clients, vendors, and peers
- Identify and thoroughly analyze complex purchases and make recommendations in accordance with established policies using initiative, resourcefulness, and sound judgment
- Provide working knowledge of legal issues and financial principles as they relate to the sale of goods and services
- Present technical information in a clear and concise manner, both verbally and in writing, to technical and non-technical audiences

## Your educational background and experience:

- A minimum of six years of recent procurement experience, of which at least two years are senior purchasing officer experience
- Experience developing and managing the end to end request for proposal (RFP) process
- Specialization in the procurement of IT hardware/software and services, including XaaS **or**
- Specialization in the procurement of corporate products and services with some experience in IT software and services
- Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association (or equivalent body)

- Post-secondary degree in a related discipline is preferred
- An equivalent combination of education and experience will be considered

**Note:** Please upload a photo of your SCMP designation (or equivalent body), and attach it as an additional page within your resume. Use any of the following formats: PDF, DOC, DOCX.

### Who are we?

At WorkSafeBC, we're dedicated to promoting safe and healthy workplaces across B.C. We partner with workers and employers to save lives and prevent injury, disease, and disability. When work-related injuries or diseases occur, we provide compensation, and support injured workers in their recovery, rehabilitation, and safe return to work. We also work diligently to sustain our workers compensation system for today and future generations. We're honoured to serve the 2.4 million workers and 245,000 registered employers in our province.

### What's it like to work at WorkSafeBC?

It's challenging, stimulating, and hugely rewarding. Our positions offer tremendous diversity and excellent opportunities for professional growth. Every day, the work we do impacts people and changes lives. What we do is important and so are the people we do it for.

### Our benefits

Being part of WorkSafeBC means being part of a strong, committed team. Along with a competitive salary, your total compensation package includes vacation, optional leave arrangements, health care and dental benefits, and contributions toward your retirement pension. As a member of our team, you'll have access to services and benefits that can help you get the most out of work — and life. Learn more about [what we offer](#).

If you're the successful applicant, we'll be making a conditional offer contingent upon your clearing a criminal record check under the [Criminal Records Review Act](#). At the time of offer, you'll need to provide consent for a criminal record check. Once we receive clearance, we'll confirm your offer of employment.

### To apply

Visit [worksafebc.com](http://worksafebc.com) and select Careers to submit a resume and cover letter that details your characteristics, accomplishments, and prior work experience related to the requirements for the position. We can only accept applications submitted through our website.

**Application deadline: October 17, 2019.**