

MoveUp Job Posting

TransLink

Job Title:	Procurement Officer
Location:	Greater Vancouver Metro Area
Full/Part Time:	Full-Time
Regular/Temporary	Temporary (Position: 12 months)

A career at TransLink and our family of companies means working with people with a wide range of skills and perspectives, all teaming up towards a common goal: preserving and enhancing the region's world-envied quality of life. Together, we connect the region and enhance its livability by providing a sustainable transit and transportation network, embraced by our communities and people. At TransLink we are dedicated to building a workforce that reflects the diversity of the communities in which we live. We're committed to fostering an inclusive, equitable and accessible workplace, recognizing the unique value and skills every individual brings. Looking for a great place to work where your contributions are valued and you can make a difference in a vibrant city? At TransLink, one of BC's Top Employers, you'll help make Metro Vancouver a better place to live.

Responsibilities

- Provides procurement services and support through strategic procurement activities to ensure that the necessary goods and services are available for South Coast British Columbia Transportation Authority (SCBCTA) departments to achieve departmental business requirements.
- Evaluates proposal responses on a wide variety of criteria and conducts complex negotiations to finalize contracts, including renewals and major contract changes.
- Monitors and evaluates vendor performance in accordance with contractual obligations and investigates any post-award contract issues.

Qualifications

EDUCATION

Requires Grade 12 graduation plus 2 years post-secondary education in Business Administration or Procurement/Supply Chain/Logistics, and courses in standard Office tools (word processing and spreadsheet software), Accounting, Finance, Communication, Economics, Marketing and Organizational Behaviour, or equivalent coursework.

EXPERIENCE

Requires two (2) years prior experience in a computerized purchasing environment covering all phases of the procurement process including preparing tenders & solicitations, drafting contract documents, obtaining quotations, tracing lost orders, supplier performance management and resolving problems with suppliers.

Up to six (6) months is required in the position to become familiar with SCBCTA policies and procedures and vendor performance to be able to advise departments and vendors regarding vendor selection, standards and documentation requirements.

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Work Schedule

37.5 hours per week.

This assignment is full-time temporary for:

- Position: 12 months

Rate of Pay

Salary starting at \$6,271 per month

How to Apply

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line via Indeed at [Translink, Procurement Officer Jobs in Burnaby, BC \(with Salaries\) 2021 | Indeed.com Canada](#). If you are a current employee of TransLink, Coast Mountain Bus Company, BC Rapid Transit Company, or Transit Police, please apply internally.

RECRUITMENT PROCESS: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions. Questions regarding this competition can be directed to the email address provided.

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills and perspectives.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at jobs@TransLink.ca.