

Procurement Technician

Permanent Full-time

We are currently seeking a **Procurement Technician** to join our Financial Services team. The Procurement Technician is responsible for administrative and technical support in maintaining an organization-wide function around procurement practices and identifying best value opportunities. Reporting to the Manager of Procurement, the primary responsibilities of this role include:

- Providing technical expertise in contract drafting and administration for procurement to ensure compliance to procurement principles;
- Supporting the Manager in the implementation of bylaws, policies, systems and procedures;
- Providing the administrative and technical support for purchase orders, invitations to tender, request for proposals, quotations, information and other procurement processes;
- Ensuring CVRD compliance with all applicable policies, bylaws, regulations and legislation related to the competitive procurement process for public entities;
- Facilitating the evaluation process, and administrative and technical review of contract agreements;
- Maintaining the vendor performance program including providing support to the Manager in monitoring, evaluating, reporting and applying corrective measures as required;
- Maintaining the contract database for all key contract information;
- Developing and maintaining procurement record keeping;
- Participating in the development of policies, procedures, forms, templates and providing content for procurement bid sites;
- Supporting the Manager in assisting other managers in determining the appropriate procurement process and in the preparation of procurement documents;
- Representing the CVRD externally when directed by the Manager and engaging with external associations and organizations related to the procurement process within the public sector.

Our ideal candidate is:

- Knowledgeable in public procurement with up to two years of experience, preferably in a local government or other government setting including thorough knowledge of trade agreements, supply chain management practices, tax protocol for GST, contract law and other related legislation;
- Educated in supply chain management or business administration at the post-secondary level (certificate program of up to two years in duration);
- Actively pursuing certification within the procurement industry (enrollment in an approved public sector procurement program or equivalent training within six months of being in the job is required);
- Passionate about detail-oriented work and committed to continuous improvement;

- A strong communicator with excellent customer service and interpersonal skills;
- Organized, efficient and able to balance multiple priorities in a fast-paced environment;
- Professional, courteous and diplomatic with the ability to establish and maintain effective working relationships with a diverse group of stakeholders;
- A strategic thinker with a creative approach to problem solving;
- Proficient in policy interpretation with strong analytical and writing skills;
- An advanced user of Microsoft Word and highly proficient with Microsoft Office.
- Membership with the Supply Chain Management Association (SCMA), National Institute of Governmental Purchasing or similar procurement association is considered an asset.
- A valid Class 5 BC Driver's License is required.

This is a CUPE Local 556 position with a wage rate of \$32.46 per hour.

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is **January 19, 2021** at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted.

The Comox Valley Regional District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all individuals.