

Mission is located in the lower mainland of BC, and is nestled on the southern coastal mountain slopes overlooking the lush Fraser River valley. Mission is a rapidly growing and dynamic community of approximately 41,500 residents, located 15 minutes north of the US border and 70 kilometers east of Vancouver. Although Mission is part of a broader metropolitan area, it still maintains its distinct and welcoming small town flavour.

*If...*

*working for a growing community and making a difference...  
working for a progressive employer in the beautiful Fraser Valley...  
working with an exceptional team, appeals to you...*

*You may be the person we are seeking.*



## BUYER 2

The City of Mission is seeking an experienced, self-motivated individual to join our Finance Department in the Purchasing & Stores division. As the Buyer 2, you will be responsible for maintaining an efficient purchasing and stores operation, assisting departmental clients on purchasing issues and for performing administrative duties related to procurement, purchasing and inventory.

Reporting to the Manager of Purchasing, you will source, procure, store and issue supplies and services and create and process requisitions, purchase orders, invoices and other documentation checking for accuracy, completeness of information and proper authorization using a computerized inventory and purchase order system. You will maintain accounting and other records, assist with inventory counts and operate a forklift. You will also prepare competitive bid documents including requests for quotations, requests for proposals, tenders, contracts and RFP's including analyzing bids and recommending contract awards.

The ideal candidate will have a minimum of three years' experience in procurement, inventory control and storekeeping/warehousing (or an equivalent combination of education, training and experience). You will have strong, demonstrable skills in Microsoft Word and Excel and strong business communication and professional writing skills. You will have or be able to obtain certification to operate a forklift.

You will be a high school graduate (or equivalent) and you have also completed the Materials Management Certificate program offered at BCIT (or an equivalent certificate program) or successful completion of procurement, warehouse management, inventory management and operations management courses through an accredited post-secondary institution.

The 2023 hourly rate for this CUPE position is \$39.41 plus a comprehensive benefit package including the Municipal Pension Plan. This full-time position works a four (4) day work week (Tuesday to Friday) from 7:30 am to 5:00 pm.

If this challenging career opportunity is for you, please apply via the Careers page on our website [www.mission.ca/careers](http://www.mission.ca/careers) (Job ID 2023-01) by Sunday, January 29, 2023.

***We thank all interested candidates; however, only those selected for an interview will be contacted.***