



Alberni-Clayoquot Regional District

Procurement Coordinator

The Alberni-Clayoquot Regional District (ACRD) is currently recruiting for a permanent full-time Procurement Coordinator to join their team of professionals. Under the direction of the Chief Financial Officer, this position is responsible for the management and maintenance of the Alberni-Clayoquot Regional District's (ACRD) procurement program and contract administration. This position will oversee the procurement process from inception to completion; working closely with ACRD staff and external vendors to ensure compliance with purchasing procedures and responsible for the centralized administration of the ACRD's contracts and agreements.

The Alberni-Clayoquot Regional District is situated in the heart of Vancouver Island. It includes the municipalities of Port Alberni, Tofino, and Ucluelet and the Treaty Nations of Huu-ay-aht, Uchucklesaht, Yuułu?it?ath, Toquaht and six electoral areas, all-encompassing the West Coast's most dramatic and majestic landscapes.

A copy of the job description and qualifications for this position can be downloaded off the Regional District's website at www.acrd.bc.ca/jobs. The successful candidate will be required to be a member of CUPE Local 118 (Alberni-Clayoquot Unit). The rate of pay will be \$44.13 per hour plus benefits based on a 35-hour workweek.

Qualified applicants are invited to forward their application by 4:30 pm on Friday, September 24, 2021 to:

Wendy Thomson, General Manager of Administrative Services
Alberni-Clayoquot Regional District
3008 Fifth Avenue, Port Alberni, BC V9Y 2E3
E-mail: wthomson@acrd.bc.ca

Please submit your application (cover letter and resume) as ONE pdf document only.

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