



Job title: Assistant Manager, Purchasing
Job ID: 20230668
Location: Greater Vancouver
Full/Part Time: Full-Time
Regular/Temporary: Regular

Join a company that has been a part of moving Metro Vancouver for over 35 years.

British Columbia Rapid Transit Company Ltd. (BCRTC) maintains and operates the Expo and Millennium SkyTrain Lines from our central facilities in south Burnaby. Our services connect downtown Vancouver to the cities of Burnaby, New Westminster, Coquitlam, Port Moody and Surrey. With the future expansion of both the Expo and Millennium Lines gathering pace, infrastructure renewal and new asset acquisition projects underway, this is an exciting time to join our team of over 1,200 dedicated employees, working on one of the longest fully-automated rapid transit systems in the world.

Our work encompasses roles such as administration, engineering, elevator and escalator maintenance, field operations, vehicle maintenance, and wayside (station and guideway) maintenance.

When you work for SkyTrain, not only will you help move Metro Vancouver, you will also have access to comprehensive benefits including paid vacation, medical benefits, transit passes, training and more. We are a proud equal opportunity employer, committed to a diverse and inclusive workforce.

Come explore what makes us one of BC's Top Employers!

Responsibilities

PRIMARY PURPOSE

Manages the day-to-day operation of the Purchasing Department at BCRTC, providing functional guidance to staff to ensure that procurement, logistics processes and practices are being followed. Supports maintenance, operations, and rail assets repair through all levels of inventory functions, including the procurement process ensuring compliance with trade agreements and federal importation and exportation regulations.

KEY ACCOUNTABILITIES

Manages supplier and stakeholder relationships and acts as the interface between integral clients, projects, and suppliers. Collaborates with suppliers to analyze and develop marketplace capabilities. Supports the supply chain functionality in Enterprise Asset Management (EAM) and Finance & Supply Management (FSM) and additional configuration builds and testing. Provides senior technical expertise to leaders across BCRTC to help identify business requirements and



improvement opportunities including changes to the business relationship model. Advises maintenance managers on the implementations of associated changes.

Collaborations with key internal and external stakeholders to assist managers in developing strategies that address parts supply and service delivery issues, including new fleet, obsolete parts, required maintenance parts, and other inventory requirements. Ensuring orderly and expeditious changes to parts shipments, availability, and other requirements to ensure timely completion of maintenance activities and repairs.

Proactively researches best practices, trends, and methods to ensure a holistic approach in the context of integrated inventory management functions, and influences change through recommendations. Works with Manager Purchasing and Inventory and other stakeholders to implement change management to improve the materials control processes

Participates in the analysis, and testing of new parts, supplies and services with Engineering, Safety, Environmental Services and Maintenance Managers

Participates in the development, implementation and sustainment of procurement and control policies, practices, processes, and methods to mitigate risk and identify opportunities while ensuring alignment to TransLink Strategic Sourcing function. Provides guidance to user departments on all inventory processes and works with supervisors and planners to implement inventory demand planning and control measures.

Provides input and recommendations to the Manager to support the development of departmental goals and objectives. Participates in developing the budget and monitors approved expenditures.

Assists with the development of KPI's and monthly reports to track departmental objectives and performance. Identifies opportunities for improved efficiencies; develops and implements new and improved procedures and processes based on changing market conditions to ensure supply of parts and services for Maintenance requirements.

Collaborates with the inventory procurement functions, involving replenishment and procurement of materials for the maintenance, repair, and cleaning of fleet vehicles, and for the maintenance and repair of infrastructure and facilities. Ensures inventory is maintained at required levels by establishing necessary practices to minimize the risk of stockouts while also managing cost-effectiveness.

Manages relationships with internal customers and external vendors and service providers,



resolving day-to-day issues as they occur, and alerting Managers/Director to problems as necessary.

Manages usage of the EAM system as it pertains to all stages of inventory management for day-to-day operations, implementing new functionality and improvements as business needs require. Collaborates with business technology resources on emerging system requirements and problem resolution.

Sources, evaluates, and approves new vendors, monitoring vendor performance and working with vendors to resolve issues. Maintains vendor catalogue library. Leverages BCRTC solicitation efforts from existing enterprise contracts and processes where possible. Creates & issues new solicitations to the market for various services & inventory requirements. Leads or participates in various committees and meetings.

Manages reporting staff, including selection, development, coaching, managing performance, assigning/reviewing work, and all other people management practices. Ensures departmental compliance with all safety regulations and safe work practices.; Takes remedial action to address issues or problems.

Qualifications

EDUCATION AND EXPERIENCE

The requirements for this job are acquired through a post-secondary diploma in Supply Chain Management or a related field, plus six (6) years of directly related purchasing experience, including supervisory experience in a union environment.

OTHER REQUIREMENTS

Certification in a related field of operations or procurement such as Supply Chain Management Professional (SCMP) Certified Production & Inventory Management (CPIM), Professional Logistics (PLog) Diploma or Certified Supply Chain Professional (CSCP) would be an asset.

Advanced knowledge of competitive bidding practices and laws, inventory control theories, practices, and procedures, as well as solid working knowledge of supply chain concepts such as inventory deployment, planning, optimization, and logistics.

Solid knowledge of supply chain and inventory best practices in an Enterprise Asset Management System.



Advanced knowledge of maintenance business practices as it pertains to the functionality of procurement and inventory management and how they co-exist through collaboration and ongoing support.

Solid leadership, development and team building skills.

Solid analytical skills to continuously assess practices and processes and identify opportunities for operational improvements and cost efficiency.

Solid problem solving and decision-making skills to mitigate risk and develop innovative solutions to emerging business problems in all areas of accountability.

Solid communication and interpersonal skills to liaise with and provide advice to business clients.

Excellent prioritizing, organizing and time management skills.

Intermediate to advanced skills in standard office software tools, databases, and browsers.

A background in accounting would be an asset.

Other Information

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.

Work Schedule

40 hours per week.

Work Designation

Resident

This position works predominately on-site.



Rate of Pay

Salary \$103,581 - \$129,475 per annum (Actual salary offered will be commensurate with education, experience and internal parity).

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

How to Apply

Please visit our [Career Page](#) to apply for this position.

The direct link for the job posting is [Careers \(translink.bc.ca\)](#).

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one PDF document prior to uploading your application on-line.

Closing Date: Open until filled

Please note that only those short listed will be contacted.

Having trouble applying? Please view the [System Requirements & FAQ's page](#).

If you have questions, please connect with us at jobs@bcrtc.bc.ca.

Equal Employment Opportunity

SkyTrain is committed to employment equity and building a diverse workforce, representative of the customers we serve and the many communities in the Metro Vancouver region. We welcome and encourage Indigenous applicants, people of colour, all genders, 2SLGBTQ+ and persons with disabilities to apply. Learn more about TransLink's commitment to equity, diversity and inclusion.

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@bcrtc.bc.ca.