



Job title: **Buyer**
Job ID: 20220908
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

The Buyer is responsible for purchasing a wide variety of technical and non-technical inventory and direct charge of goods and services within the company policies and procedures

Selecting the most economic shipping method and expediting on-time delivery

Resolving problems with damaged, late or wrong received goods

Liaising with users to ensure goods ordered and received meet user specifications

Qualifications

Grade 12 plus completion of the Supply Management Training (SMT) program or level II of the PMAC program or equivalent to gain necessary knowledge of purchasing principles and related techniques.

Requires 2 years previous experience in a computerized purchasing environment involving buying a wide variety of electrical, electronic and mechanical parts, tools and equipment. Plus up to 6 months on the job to become familiar with SkyTrain purchasing methods and policies, suppliers, user requirements, Purchasing and Inventory systems and the materials purchased.

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.

Rate of Pay

Wage: \$42.37 per hour

How to Apply

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

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.