



PERMANENT FULL-TIME

BUYER

(Competition 21-116)

Position Overview

The City of Nanaimo is seeking a permanent full-time Buyer. Under the direction of the Manager, Purchasing & Stores, the incumbent procures a wide variety of supplies, materials, tools, equipment, and services for City departments. This involves reviewing requisitions, preparation of tender and bid documents, vendor sourcing, bid solicitations, procurement, analysis of bids, and award recommendation. The Buyer performs administrative duties related to procurement, purchasing, and inventory of City of Nanaimo assets.

Qualifications

Applicants must have a Diploma in Business Administration or a Supply Chain Management Professional (SCMP) designation and a minimum 4 years' purchasing experience. An equivalent combination of education and experience may be considered. Applicants must possess a valid class 5 Driver's License.

Additional Information

This is a unionized position. \$39.03 per hour – after probation (Jan 2021 Rate), based on a 40 hour work week. A comprehensive benefit package is included.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 21-116 by the application deadline.

For detailed information on this position and for more information on our community, please visit our website at <https://www.nanaimo.ca>.

The City of Nanaimo is an inclusive employer and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are unsuccessful, please accept our appreciation for your interest. This position is restricted to those legally entitled to work in Canada.

Discover What's Possible

The City of Nanaimo is a rapidly growing community with a population of approximately 100,000.

Nestled between the mountains and the ocean, on the east coast of Vancouver Island, we are centrally located, about 1½ hours from Victoria and 2 hours from Vancouver by ferry. With a university and well-developed parks, recreational, cultural and social amenities, Nanaimo is truly an extraordinary place to live.

Posting Date

Thursday, October 14, 2021

Application Deadline

Friday, October 29, 2021
4:30 p.m.

Contact Information

Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
Nanaimo, BC V9R 5J6
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