



# BUILD YOUR CAREER

WITH THE CITY OF PRINCE GEORGE

## PROCUREMENT ANALYST REGULAR FULL-TIME RISK & PROCUREMENT/ ADMINISTRATIVE SERVICES DEPARTMENT

*A Progressive Role with Room for Advancement*

### **About Our Community**

Boasting a high quality of life and standard of living, Prince George has all of the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities. It's a 15-minute drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all of these opportunities and more!

### **About Our Organization:**

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With plenty of opportunities for employee training, professional development and employee wellness programs, a healthy work-life balance is encouraged.

### **About The Opportunity:**

The City of Prince George is seeking a Procurement Analyst with experience working in the public sector to join our team. Reporting to the Manager, Risk & Procurement, you will be responsible for purchasing commodities, equipment, services and other maintenance and operations materials. You will also work with a variety of departments and suppliers to deal with quality issues, service requirements, delivery details, prices and bids.

### **About Your Background:**

This dynamic role is best suited for an independent and innovative self-starter with strong judgment and organizational skills. As a **Procurement Analyst 1** (starting wage \$33.16) you have completed Grade 12 plus at least two relevant purchasing courses along with at least two years of related purchasing experience, preferably in a public sector agency or large corporation. To qualify as a **Procurement Analyst 2**, (starting wage \$33.90) you also have at least three years of experience and are actively pursuing a Professional Purchasing designation. As a **Procurement Analyst 3**, (starting wage of \$38.22) you also hold a purchasing designation and have at least five years of related experience.

**A full privilege Class 5 BC driver's license (or out of province equivalent) is required.**

**As a condition of employment, the incumbent must be able to obtain and maintain a clear Police Information Check for offenses related to the position.**

### **Why You Will Love Working for our Risk & Procurement team at the City of Prince George:**

- Enjoy a progressive role with room for advancement!
- Enjoy a competitive wage of \$33.16- \$39.22 per hour plus a comprehensive benefits and pension package. Compensation is based on level of qualifications. Please refer to the job description for details.

Please refer to the [job description](#) on our website for more details about this exciting career!

If you are interested in joining our team, please apply including a current driver's abstract by **September 16, 2021** to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

[Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.