



Job title: **Buyer**
Job ID: 20220416
Location: Burnaby, British Columbia
Full/Part Time: Full-time
Regular/Temporary: Regular

Division

Corporate Services

Department

Purchasing

Union Affiliation

CUPE

Marketing Statement

British Columbia Rapid Transit Company Ltd. (BCRTC) maintains and operates two of Metro Vancouver's three SkyTrain lines. SkyTrain is the first and one of the longest, fully-automated, driverless, rapid transit systems in the world. It boasts an average on-time service performance rating of 95 per cent and moves on average 250,000 passengers per weekday.

Both the SkyTrain lines operate out of BCRTC's Operations and Maintenance Centre in Burnaby, where more than 900 dedicated staff work in the areas of administration, engineering, elevator and escalator maintenance, field operations, vehicle maintenance, and wayside (station and guideway) maintenance.

The Expo and Millennium SkyTrain Lines connect downtown Vancouver with the cities of Burnaby, New Westminster, Coquitlam, Port Moody, and Surrey. With future expansion of the both Expo and Millennium lines upcoming, and the start of an infrastructure renewal in full swing, now is an exciting time to be part of our team. Come and 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 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.

COVID-19 Safety Vaccination Policy

To support public health, and protect the health and safety of our employees, customers, and their families, British Columbia Rapid Transit Company employees will be required to be fully vaccinated against COVID-19 and will need to provide proof of full vaccination status in compliance with the employer's COVID-19 Safety Vaccination Policy.

Accommodations may be applicable under the BC Human Rights Code. Should an applicant be unable to provide proof of full vaccination and should an accommodation be requested, additional information will be required to determine whether the individual is entitled to be accommodated.

Work Schedule

40 hours per week.

Monday to Friday, 07:30-1600

Rate of Pay

Wage: \$41.14 per hour.

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

Visit our [Career Site](#) and apply through our job portal.

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

Posting Date: June 8, 2022

Closing Date: Until Filled

Please note that only those short listed will be contacted.

Having issues applying? Review our [System Requirements and Support](#) or email jobs@bcrtc.bc.ca for assistance.



We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills, and perspectives.

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.