



University  
of Victoria

## **Purchasing Officer Position University of Victoria**

The University of Victoria is one of Victoria's largest employers and one of Canada's best diversity employers. Together we are more than 5,000 dedicated faculty, librarians and staff supporting the University of Victoria's diverse academic programs, world-class research and commitment to civic engagement. Purchasing Services provides procurement, strategic sourcing, and supply management services to faculty and staff for the acquisition of goods and services through open, fair, and competitive processes.

The Purchasing Officer will lead the planning and delivery of procurement services to assigned departments and is responsible for achieving best value in the acquisition of goods and services, while ensuring the integrity of the process and compliance with policy and applicable public sector procurement legislation.

UVic is committed to being a global leader in environmental, social, and institutional sustainability. The Purchasing Officer will be instrumental in implementing sustainable procurement practices. The Purchasing Officer will collaborate with clients to stimulate real action on sustainable procurement and engage suppliers and service providers to meet sustainability criteria.

Reporting to the Director, the Purchasing Officer is one of four procurement professionals providing end-to-end procurement services to clients in all Faculties and departments. As a professional member of the Purchasing Services team, the Purchasing Officer provides expert procurement advice to faculty and administrators and supports delivery of services and initiatives as required to meet service standards and expectations.

### **Summary of qualifications:**

This position requires a bachelor's degree in a related discipline and at least three years of related work experience in a public sector environment, or have an equivalent combination of education, training, and work experience. Professional accreditation (SCMA, APICS, or equivalent) and familiarity with public sector procurement law and practices are highly desirable.

In addition, the position requires the following abilities:

- Work and communicate effectively orally and in writing, with tact and diplomacy, with a variety of internal and external contacts
- Strong customer services focus
- Excellent interpersonal, communication, negotiation, conflict resolution, cross-cultural, and public relations skills
- Excellent team building skills with a demonstrated ability to work effectively with a team.
- Demonstrated administrative and organizational skills, with in-depth knowledge of procurement related computer systems and tools

The following are considered assets dependent on specific specialty requirements:

- Sustainable procurement expertise
- Background in public sector capital construction procurement, including tenders and CCDC contracts
- Post-secondary joint procurement
- Strategic sourcing and supplier relationship management
- Scientific equipment purchasing
- IT Procurement
  - Services Contract formation
  - Customs & Brokerage

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