

**Procurement Lead
Executive Director's Office**

Centrally located in downtown Vancouver, the British Columbia Securities Commission (BCSC) strives to make the investment markets benefit the public – enabling people to achieve their financial goals, enterprises to grow, and British Columbia to thrive. Through smart rules, diligent oversight, strong enforcement and reliable guidance, we act as guardians of the province's investment marketplace, striving to make BC a place where people can invest with confidence and companies can flourish. We are an independent agency accountable to the provincial legislature and the public through the Minister of Finance.

Position Overview

Are you a strategic and knowledgeable procurement leader looking for a new challenge? If yes, please read on!

The BCSC is recruiting a full-time Procurement Lead who will be responsible for overseeing procurement activities, while ensuring compliance with the law and relevant policies. The successful candidate will be drafting and managing contracts, providing expert advice, and driving improvement in procurements practices. Additionally, the Procurement Lead manages relationships and engages with stakeholders throughout the procurement process.

Key Responsibilities

Some of your key responsibilities include:

Management of Procurement Lifecycle

- Evaluate current procurement policies and controls.
- Ensure compliance with procurement law and best practices.
- Recommend process improvements and implement the approved changes.
- Work closely with business owners on the full procurement process cycle including identifying the best procurement method; drafting procurement documents, negotiating and drafting contracts, in collaboration with General Counsel's Office.

Procurement Guidance and Assistance

- Identify contracts near end of term and new procurement needs, and schedule the procurement steps with business owners and General Counsel's Office.
- Assist business owners with routine contract extensions and change orders or other amendments.
- Assist in managing insurance contracts.
- Mentor and educate business owners about procurement processes.

Procurement Document Management

- Completes the procurement administrative duties related to the completion of files, e.g. archiving documents and logging issues.

Qualifications

The qualifications of the successful candidate include:

- University degree in business, management, or related field.
- Minimum of five years recent, relevant public sector procurement experience in a mid-level to senior role or an equivalent combination of education and experience.
- Supply chain management designation such as Supply Chain Management Professional (SCMP designation) would be an asset.
- In-depth knowledge of procurement best practices, contract management in public sector and contract law.
- In-depth knowledge and experience in competitive bid processes.

- Demonstrated ability to analyze business, financial, technical, and legal issues.
- Ability to develop solutions within trade agreement frameworks.
- Strong organizational skills to perform and prioritize multiple tasks with attention to detail.
- Effectively communicate orally and in writing.
- Ability to work independently and as part of a team.
- Proficient in MS Word and Excel.

What We Offer

We offer a challenging and rewarding work environment which includes:

- Extensive benefit package including a defined benefit pension plan, medical and dental coverage, Wellness and Health Spending Account benefits, and 4 weeks of annual vacation
- Hybrid work model - over a two-week period, you will work half of the days in the office and half of the days remotely from home
- Beautiful downtown office
- Work life balance
- Professional development opportunities
- A professional and collaborative team to work with!

Salary Range

The salary range for this position is \$83,997 (minimum) - \$109,087 (midpoint) - \$134,177 (maximum).

The starting salary for this position will be determined considering the successful candidate's relevant experience and education, salaries of other employees in the same salary range, market conditions and other relevant factors. Starting salaries are normally below the salary band midpoint.

Application Details

Please visit our [Careers](#) page to submit your cover letter and resume for this position, quoting competition **25:14** by **May 19, 2025**.

The BC Securities Commission embraces diversity and is committed to building an inclusive workforce that celebrates the richness of our community. We aim to ensure every job applicant is treated fairly and with respect and encourage applications from all candidates, including those with diverse abilities. We welcome you to inform us in confidence by emailing HumanResources@bcsc.bc.ca if you may require any support or accommodations during the application process, including disability accommodation, in order to participate fully in our recruitment experience.

Candidates must be authorized to work in Canada. Investment restrictions apply.