

Supervisor, Procurement Operations

FINANCE, PROCUREMENT

THE OPPORTUNITY

Join our expanding Procurement team in Victoria, BC and play a key role in mentoring others during an exciting time as we enhance our in-house capabilities to support global offices.

THE TEAM

The Procurement team, part of BCI's Finance department, manages BCI's contract and vendor lifecycles, overseeing cost and vendor management and supporting departments in planning, sourcing, selecting, managing, and negotiating various goods and services.

WHAT YOU BRING

- Bachelor's degree in relevant field
- 4+ years procurement experience
- Supervisory/manager role experience
- S2P/P2P knowledge
- Strategic sourcing expertise
- Strong negotiation and communication
- Technical acumen and data proficiency
- Familiar with financial reporting
- ERP systems experience, preferably Workday

Preferred:

- Public procurement experience
- CPSM, SCMP, NIGP-CPP, or CPPO certification

WHAT YOU GET TO DO

Reporting to the Manager, Strategic Sourcing, the Supervisor, Procurement Operations is responsible for coordinating the day-to-day procurement activities, supervising a team of Procurement Coordinators and Technicians, and ensuring timely and accurate vendor management, contract administration, and cost-effective procurement solutions. The Supervisor, Procurement Operations collaborates closely with various teams and stakeholders across the organization to maintain efficient processes, ensure compliance, and support its overall strategy.

- Lead procurement operations
- Supervise and develop a team
- Efficient vendor and contract management
- Support strategic sourcing initiatives
- Implement cost-effective solutions

- Collaborate on process improvements
- Maintain compliance
- Contribute to continuous improvement

WHERE YOU WILL WORK

- Work from our downtown Victoria office; relocation support is available if needed. We are an in-person collaborative organization with the flexibility to work remotely 1-day a week

SALARY RANGE

BCI offers a competitive total rewards package which includes a performance-based incentive plan, comprehensive health & dental benefits, a defined benefit pension plan and paid time off.

The annualized base salary range for this Victoria-based role is **CAD \$87,000 to \$105,000**.

The base salary offered to the successful candidate will consider a wide array of factors including but not limited to the individual's skill set, level of experience applicable to the role they are being offered and consideration to internal equity.

We pay our people competitively in the markets in which we compete for talent and with consideration to internal equity and job structure. We aim for actual pay to be around the median of the market for target or expected levels of performance, and around the upper quartile of the market for excellent performance.

Actual salaries may vary and may be above or below the range based on various factors, including, but not limited to, experience and expertise.

WHY APPLY TO JOIN BCI

With our values as our anchor, it's our people that help shape employee-focused initiatives and who create the environment we work in each day – all of which further strengthens our culture. BCI has been recognized as one of **Canada's Top 100 Employers – for the fifth consecutive year** - and has built programs and benefits to support all our employees, including;

- Extended health and dental coverage, start on your first day of work. We have you covered!
- Our telehealth provider **Dialogue** connects you and your family to virtual healthcare appointments
- Eligibility to the **defined benefit BC Public Service Pension Plan** providing you with a secure retirement income
- Time off includes: 20 days vacation, 6 paid sick days, 6 paid personal days, and 2 paid days for volunteering – to support physical, mental, and community health

- Four days in office, with the option to work from home once a week, promoting both a collaborative work culture and a healthy work-life balance
- Annual wellness allowance provided to support an active lifestyle and promote physical well-being while working from home
- On-going learning through our in-house mentoring program, professional dues support, tuition reimbursement, and online and in-house learning

At BCI, we value diversity and believe in fostering an inclusive culture where all employees can be successful.

We are performance and client focused, and we value integrity; if you share these values, we want to know you.

We recognize that some skills can be learned on the job and encourage all to apply.

If you require an accommodation for the recruitment process (including alternate formats of materials, accessible meeting rooms or other accommodations), contact us at hr@bci.ca.

We would like to hear from you!