



**Coquitlam School District No. 43 Invites Applications for:
Manager of Purchasing and Transportation Services**

This position is being advertised internally and externally concurrently.

Applications are being sought for the position of Manager of Purchasing and Transportation Services.

As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff. Our school district values a coordinated, collaborative approach to working with our students, parents, community partners, the public, and employee groups. Candidates must have a strong belief and commitment to, as well as experience in, public education.

Reporting to the Assistant Director of Procurement and Contract Administration Services, the position will be responsible for the supervision of the Purchasing Department including staff supervision and development, supply management operations, and ensuring the District receives overall best value while procuring goods, services, equipment and construction. The position will also be responsible for student transportation.

The successful candidate will be an outstanding communicator, have strong supervisory skills and previous management experience. In addition, the successful candidate will have a thorough knowledge of current purchasing principles and practices, strong contract administration skills and the ability to work within the legislative framework of a public sector environment. A minimum of six (6) years related experience in a similar role is required along with possession of the Supply Chain Management Association of Canada's SCMP designation and a Bachelor's degree in Business Administration, Public Administration and/or Risk Management or a relevant discipline.

The full job description can be found [here](#).

A competitive salary is offered along with a generous benefits package. The successful applicant will be required to complete two criminal record checks.

Applications will be assessed as they are received

To apply please click on the following link and create a user account/profile.

<https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile you will have access to the job postings.

*We appreciate your interest but regret that
only those candidates selected for an interview will be contacted.*

Board's hiring processes (other than references whose authorship and content is already known to the job applicant) shall be treated as having been supplied in confidence to the Board for the purposes of the *Freedom of Information and Protection of Privacy Act*.