



## School District No. 43 – Coquitlam – Position Posting Manager of Purchasing and Transportation Services



This position is being advertised internally and externally concurrently.

An exciting opportunity exists at School District No. 43 (Coquitlam) for a **Manager of Purchasing & Transportation Services**. As the third largest school district in BC with approximately 4,300 employees and 32,000 students in 70+ schools, we serve the communities of Coquitlam, Port Coquitlam, Port Moody, and the villages of Anmore and Belcarra. Our school district values a coordinated, collaborative approach to working with our students, parents, community partners, the public, and employee groups. As one of Canada's best employers (Forbes, 2023), School District 43 (Coquitlam) values diversity in the workplace and strives to honour each person's unique lived experiences. We welcome and encourage applications from candidates with varied backgrounds, cultures, races, abilities, and intersectionality.

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 full job description can be found at [www.sd43.bc.ca](http://www.sd43.bc.ca) under the District Office tab, Job Opportunities and Excluded Staff/Administration***

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. The Supply Chain Management Association of Canada's SCMP designation should be completed or in progress. Related experience in a similar role is required and a Bachelor's Degree in Business Administration, Public Administration and/or Risk Management or a relevant discipline is an asset. A combination of experience and education relevant to the role may also be considered.

***Applications will be assessed as they are received.***

The annual salary range for this position is \$98,763 - \$123,454 and is complemented with a generous benefits package including Municipal Pension Plan. The successful applicant will be required to successfully complete two criminal record checks.

Your application must include your resume, proof of education, and three reference contacts (including email). One of your references must be from your current supervisor.

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.

**This posting closes on Monday, February 12, 2024 at 4pm.**

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

The deliberations of employees, and Committees used to screen and consider job applications, shall be kept in strict confidence, and shall not be disclosed to any person except as required by law. Personal references, recommendations and evaluations collected or generated by Board employees and Committee members as part of the 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*.