



A growing global company. Endless career and development opportunities.

When you join Ritchie Bros., you'll be part of a diverse, global team that's focused on delivering great customer experiences. Our culture is centered around people and guided by our core values of Integrity, Unity and Vision. Learn more about our culture and commitment to diversity and inclusion at [Candidate Portal](#).

If you have an entrepreneurial spirit and are passionate about making a difference, we invite you to join our growing team. Whether you're out in the field or back at your office, you'll be helping us achieve our vision of becoming the trusted global marketplace for insights, services and transaction solutions for commercial assets.

We're looking for a **Procurement Specialist**. The work location for this position is **Burnaby, British Columbia**, and is considered a fully on-site role.

The Opportunity:

The Procurement Specialist develops and executes procurement strategies. This includes selecting the procurement method required, determining the scope of work, contract negotiations and interpreting and creating contracts while considering best value, reduced/mitigate risk, budget certainty, process/operational efficiencies and/or savings.

In this role you'll:

- Manage and lead the procurement process including preparing specifications, creating/issuing the document, analyzing submissions, leading/facilitating evaluation teams, negotiating, and executing documents in an ethical manner.
- Prioritize and respond to internal procurement requests: Able to decide when to escalate, liaise with other stakeholders, or execute requests/documents.
- Create and maintain relationships with key suppliers. Measure supplier performance, set goals and review results with the supplier, review/resolve deficiencies with remediation or terminate suppliers.
- Collaborate and contribute to the drafting of the strategic sourcing plan/tasks. Identify and create solutions in problem areas and project for continuous improvement to support the corporate standards, policy and practices.

- Liaise with Legal, Information Technology, related business units or other as required.
- Actively support the RB Unreserved Commitment to Safety: to send everyone home, every day, the way they came to work, by taking personal responsibility for your safety and safety of your team, co-workers and customers.

Here's what you bring:

- Post-secondary education in Business.
- Completion of SCMA Supply Management Training Certificate and / or completion of a minimum of 2 levels in the SCMP Designated Program.
- Minimum 3 years of experience in the Purchasing field.
- Proficient with Microsoft Office Suite (intermediate Excel skills).
- Able to work independently, prioritize own work and assist coworker(s), recognize when to seek/provide advice on purchasing tasks.
- Ability to communicate effectively, both verbally and in writing.
- You are an organized team player, goal-oriented, able to multi-task, manage time efficiently, and pay high attention to details.

This job will require you to:

Travel on a limited basis to visit supplier sites and conferences.

What We Offer:

Our success is built on the drive and dedication of our people. As we grow around the globe, there will be many opportunities to advance your career – we've proven this throughout our 60+ years in business. And, we'll take care of you along the way. Here's how:

- A multi-award-winning LEED gold-certified facility, in an exceptional park-like setting, featuring:
- A subsidized, multi-award-winning childcare centre.
- A subsidized cafeteria, dry cleaning services, and free parking.
- A workout facility, featuring advanced gym equipment, bike room, shower and changing facilities, and nutrition and fitness programs.
- Proximity to miles of Fraser River walking paths, plus shops, restaurants and services.

Ritchie Bros. has grown from a small-town auctioneer to a global asset management and disposition company. Through [our family of companies](#), we help our customers buy and sell a wide range of used and unused equipment for construction, mining, transportation, agriculture, oil & gas, lifting & material handling, forestry & other industries.

Ritchie Bros. is an equal opportunity employer and ensures nondiscrimination in all activities in accordance with all applicable laws. This position is open to all qualified applicants who are legally entitled to work in the country in which this job is located. Candidate selection is made by Talent Acquisition. Only electronic applications can be accepted. No agency calls, please.

If you require any accommodation, please send an email to: careers@rbauction.com.