



SHAWNIGAN LAKE SCHOOL

OUR SCHOOL

Shawnigan Lake School is a leading independent co-educational boarding school for ages 13-18 (grades 8-12) on Canada's beautiful west coast. Our world-class facilities situated on a stunning 270-acre campus include eleven boarding houses, an observatory, salmon hatchery, rowing crew house on the lake, state of the art Learning Commons and Library, recording studio, and robotics lab. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

JOB DESCRIPTION

PURCHASING COORDINATOR

The Purchasing Coordinator is primarily responsible for arranging for the purchase of materials, supplies and services on behalf of Shawnigan Lake School. The Purchasing Coordinator displays extreme attention to detail in evaluating suppliers on things like cost, selection, service, distribution capabilities and availability. They are also responsible for creating and sending purchase orders and tracking the progress of all shipments and addressing any problems.

This is a full-time, contract (maternity coverage) opportunity. Commencing December 1, 2021 and concluding in January 2023. We offer a competitive compensation package and a nurturing, family-friendly workplace.

ROLES & RESPONSIBILITIES

Reporting to the Director of Operations the responsibilities of the Purchasing Coordinator include but are not limited to,

- Delivering high quality procurement services to all internal clients, creating a culture of service excellence
- Research and evaluation of suppliers
- Request quotes and compare prices
- Negotiate and renegotiate contracts with suppliers
- Create and send purchase orders
- Monitor purchases through the delivery process
- Evaluating supplier performance
- Develop and implement recommendations for supply chain management optimization
- Process and code invoices as received and file accordingly
- Contribute to the integrity of school purchases through verification and adherence to approval processes and validation of vendor qualifications
- Plan and lead the school's Commissary operations, including product ordering and selection, staff and retail operations
- Maintain accurate accounting, inventory and sales records including the point of sales (POS) system



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- Possess the ability to recruit, hire, train, develop and evaluate all commissary staff
- Maintain appropriate inventory levels and conduct complete inventory of items as needed
- Ensure all administrative and logistical aspects related to purchasing and receiving, and commissary operations are carried out in a timely manner
- Track and report cost savings
- Maintain a clean, neat and tidy shipping and receiving area
- Receive, scan and sort incoming deliveries
- Issue delivery notifications to staff and students
- Perform other duties as required

REQUIREMENTS

- Degree or certification related to Procurement, Purchasing or Supply Chain preferred
- Experience in procurement, supply chain management or finance required
- Proficiency with Google Docs, Google Sheets, and Google Forms
- Proficiency with Microsoft Office Suite tools
- Proficiency in retail management software, Heartland Retail software preferred
- Meticulous attention to detail
- Strong analytical, decision-making, negotiation and conflict resolution skills
- Ability to multitask and manage multiple deadlines
- Excellent interpersonal and communication skills, both verbal and written

NEXT STEPS

To apply, please send a resume and cover letter expressing your interest to the attention of Ciaran Gargan, Director of Operations, via email at recruitment@shawnigan.ca. Applications may also be mailed to:

Attention: Human Resources
Shawnigan Lake School
1975 Renfrew Road
Shawnigan Lake, BC V0R 2W1

Competition closes when filled.