

Careers

Purchasing Supervisor



Do you cross your t's and dot your i's?

Join our City's dynamic management team and provide operational leadership for our fast paced centralized Purchasing and Stores functions. You will supervise and direct the day-to-day activities of the department staff, including a high performing buying team, inventory clerk, and administrative supports. You will ensure that produced work is of high quality and follows applicable procurement policies, regulations, and laws.

Additionally, you will be involved with the Stores function, that is used by other City departments. This position will liaise and strategize with internal business units on their procurement needs. You will also assist in developing recommendations to advance and improve procurement policies, procedures, and systems based on the corporate vision, legislation, common-law and industry best practices.

Qualifications

A SCMP designation and a combination of related business education and procurement experience is required; prior public sector and managerial experience are considered assets. A broad range of knowledge in the technical aspects of Purchasing, Inventory Management, and contract law is required, along with the demonstrated ability to utilize this knowledge by making sound defensible business decisions. Core competencies include leadership, technical excellence, accountability, superior attention to detail, service and communication excellence, conflict resolution, team building and innovation.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly, and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$86,745 to \$96,384, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **June 7, 2022**.

The City of Kelowna has a COVID vaccination policy that requires all staff to be fully vaccinated as a condition of hire and ongoing employment.

Applicants not contacted within three weeks of the closing date are thanked for their interest