



School District No. 43 (Coquitlam)

Invites applications for the position of

Buyer 1

Regular Full Time

(35 hours a week – Day Shift)

Coquitlam School District invites applications from individuals for the position of Buyer 1. (Regular Full Time) 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.

This experienced Buyer 1 reports to the Manager of Purchasing and Transportation Services and will serve as a key member of the department performing a variety of duties relating to the procurement of equipment, supplies, services and construction.

The successful applicant will possess Grade 12 including courses in Business Education and related computer software supplemented by completion of Year 1 of the Supply Chain Management Association of Canada's Accreditation Program and/or equivalent training and experience. Computer skills including Word, Excel, excellent written and verbal communication skills and at least 1 year purchasing experience in a large scale purchasing operation performing a variety of buying functions.

This is a unionized position which offers \$29.95 per hour (35 hours a week) including an attractive benefit package which includes, Extended Health, Dental, MSP and Pension Plan (MPP).

To apply, by Friday November 5, 2021, please click on the following link at <https://bit.ly/3BTjc9y>.

All applicants are advised that they must sign a release to permit a criminal record check prior to confirmation of hiring. We appreciate your interest but regret that only those candidates selected for an interview will be contacted.