



SCHOOL DISTRICT #43 (COQUITLAM)

Invites applications for the position of

SENIOR BUYER

An exciting opportunity exists within the Purchasing Services Department for an experienced supply management professional – Senior Buyer. As the third largest school district in B.C. and located in the Tri-Cities of Metro Vancouver, the school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

The Senior Buyer will report to the Manager of Purchasing and Transportation Services/designate and will serve as a key member of the Purchasing Services Department and performs duties of a complex nature relating to the procurement of equipment, supplies, services, and construction. The Senior Buyer supervises, trains, assigns and monitors the work of other staff in the department. A high level of independence and sound judgement will be required.

The successful applicant will possess a relevant post-secondary education and at least five (5) years' experience performing a procurement function in a large-scale purchasing operation. Ideally, you have received your Accreditation in Supply Management or are in your final year working towards an SCMP designation through the Supply Chain Management Association of Canada.

Applicants must possess intermediate to advanced computer skills including Word and Excel, as well as excellent written and verbal communication skills, integrity and critical thinking are key attributes.

This is a unionized position offering an attractive benefit package which includes Life Insurance, Extended Health, Dental, Pension (MPP) and a long-term disability plan. Currently salary - \$33.76 per hour – 40 hours a week – Monday to Friday.

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.

Applications will be reviewed as they are received.

*Candidates must be able to attain a clear criminal record check prior to confirmation of hire.
We appreciate your interest but regret that only those selected for an interview will be contacted.*