

Buyer

The Surrey School District respectfully acknowledges that our schools reside on the traditional, unceded, and shared territories of Coast Salish peoples: The q'ícá y' - Katzie, the q'wa:ná'á'n - Kwantlen and the SEMYOME - Semiahmoo First Nations, who have been stewards of this land since time immemorial.

Surrey Schools values an inclusive school district where equity is deeply embedded, and diversity welcomed. We acknowledge the profound responsibility we all have in ensuring that our schools and district sites foster an atmosphere where everyone feels secure, respected, and valued. Our commitment to providing a quality education extends beyond academic excellence; we are committed to creating and cultivating diverse, inclusive, and barrier-free environments for all applicants, employees, students, and their families. Our identity, as Surrey Schools, is expressed in the shared values of openness, fairness and tolerance and recognizes the importance of diversity of identity and thought. We are an equal opportunity employer and welcome applicants from all backgrounds.

Surrey Schools, recipient of the BC Top Employers and Canada's Greenest Employer awards, is the largest school district in BC and the second largest employer in Surrey. Spread across one of the fastest-growing cities in British Columbia, Surrey Schools provides quality education to over 80,000 students with 124 schools sites and a variety of other learning facilities, offering a broad range of innovative programs and services to support the learning of our students. The Surrey School District team of approximately 13,000 employees works tirelessly every day to ensure that children are getting the best start they can, providing the preparation to be our leaders of tomorrow.

Further information regarding our district is available on our website:

<https://www.surreyschools.ca>

A Buyer performs work relating to the procurement of a wide variety of goods, materials, services and equipment for the school district. An employee in this classification processes requisitions, clarifies requirements with user departments, draws tenders, obtains and evaluates quotations, prepares and places orders, and ensures that orders are expedited. Considerable discussion with a wide range of users and suppliers is involved in locating sources of supply, determining suitability of goods available, and ensuring that they satisfy the needs of users. A Buyer also acts as a resource to staff throughout the district by providing advice and information regarding purchasing policies and procedures, markets and sources.

A Buyer provides direction to clerical employees engaged in related work, and oversees use of an automated tender system for certain items. Ensures that deadlines and user needs are met. Work is conducted under the direction of management and involves the exercising of independent judgement and action within defined parameters.

TYPICAL RESPONSIBILITIES

- Reviews purchasing requisitions to determine the exact nature of goods and services ordered
- Contacts originators and discusses and clarifies requirements, proposed end-users and possible alternatives
- Writes product descriptions and specifications
- Develops and authors requests for quotations (RFQ's), and ensures that all related documentation is promptly processed
- Analyses and evaluates bids and quotations and ensures that all comparative data is considered
- Selects best alternative, and signs and forwards purchase orders for counter signing by manager and maintains confidentiality, as required
- Reviews and considers new bidders and products and maintains liaison with vendors to consider products and resolve problems
- Under supervision, oversees contracts including monitoring, resolving problems and protecting the District's rights
- Serves users by providing standard and district product catalogues, product cost information, sources, and organizing the ordering process
- Locates market sources for standard and non-standard items
- Discusses requirements with suppliers, obtains all relevant information for evaluation and comparison purposes, and reviews findings with end-users
- Discusses problems relating to the quality or usefulness of purchases with user departments
- Arranges for replacements or refunds with suppliers and negotiates the exchange of goods
- Solves problems relating to purchasing duties. Expedites warranty claims
- Controls an automated tendering system used for the purpose of large orders of standard items such as annual school supplies
- Plans, assigns, prioritizes and directs the work of clerical staff engaged in related work, informs the manager of any major problems or deficiencies
- Recommends changes to departmental documents and procedures

- Identifies specifics of such changes and prepares drafts of proposed forms and procedures as appropriate
- Facilitates strategic purchasing and provides advice, guidance and information regarding purchasing policies and procedures to district staff
- Performs related duties, as required

JOB REQUIREMENTS

KNOWLEDGE, ABILITIES AND SKILLS

- Ability to satisfy multiple service requirements with urgent deadlines
- Knowledge of the types, quantities, sources and prices of goods and services used by the school district
- Knowledge of the practices, procedures and techniques used in large scale computerized purchasing operations
- Knowledge of market conditions, price trends, delivery and pricing practices prevalent in both the public and private sectors
- Knowledge of legislation regarding purchasing including, purchasing contracts, sale of goods bid and performance bonds, tendering, tax regulations, etc.
- Ability to interpret Board policies, regulations and procedures governing the purchase of goods and services
- Knowledge of business English and terminology related to departmental functions
- Ability to organize, prioritize and coordinate work. Ability to assist and direct the work of junior staff
- Ability to solve problems related to the nature and scope of work
- Ability to evaluate the comparative quality and price characteristics of bids to determine the most appropriate suppliers
- Ability to prepare reports, correspondence and documents related to the procurement of goods, materiel, services and equipment
- Ability to accomplish tasks using computers and departmental specialized software applications for word processing, spreadsheet, database, Internet, etc.
- Interpersonal skills and the ability to effectively work with staff and vendors

TRAINING AND EXPERIENCE

- Completion of grade 12 plus additional training at the post-secondary level in office practices and the utilization of software
- Successful completion of Level 2 of the Purchasing Management Association of Canada course leading to a Professional Purchasing Diploma

- Three years' previous experience in purchasing goods and services for large organizations, or an equivalent combination of training and experience

This position is a 37.5 hour week, Full-Time, Monday to Friday position. \$35.16/hr. plus benefits package: Municipal Pension, health, vacation & sick benefits. Effective date per collective agreement.

Interested and qualified applicants should apply on Make a Future at <https://bit.ly/3FCRmlt> by 4pm Friday November 24th, 2023. Be sure to upload resume and cover letter.

Note: The successful applicant is required to consent to a Criminal Record Search prior to employment. Only applicants selected for interviews are contacted. To all others, thank you for your interest.

