

Job Summary:

The [Supply Chain](#) department at UFV invites applications for the position of Buyer.

The Buyer is primarily responsible for acquiring products and services pertaining to all areas of UFV operations, including performing related administrative and legislative compliance activities, and conducting research and analysis to ensure that UFV uses the full potential of its purchasing power.

The Buyer:

- Acquires products and services pertaining to all areas of UFV operations.
- Follows established procedures to create, construct and update all RFXs for goods, services, and construction contracts, maintaining a contract and purchase order system and building and maintaining relationships with internal and external clients.
- Performs all functions, duties, and tasks in the procurement lifecycle model from recognition of need through to sourcing and contract award and management.
- Works as a cross-functional team lead to provide assistance, guidance, and expertise in the development of specifications, terms, and conditions to be incorporated into bid documents and contracts.
- Provides advice and guidance on procurement issues and the contracting process while considering contract law, trade agreements, government acts and regulations, purchasing principles, laws of competitive bidding, and UFV policies and regulation.
- Reviews, plans, and processes the daily and annual requirements for goods and services to ensure the best method of procurement is used within UFV's policies and regulations.
- Obtains statistical data and prepares reports to Director, Supply Chain for department associated activities.
- Generates tender documents and contracts/purchase orders ensuring that documents are appropriately written and protected from liability.
- Develops and maintains relationships with internal and external stakeholders.
- Ensures compliance with applicable legislation, trade agreements and internal controls to ensure compliance with University goals, objectives, and policies, and with applicable law.
- Expedites on-going purchases and handles purchase returns as required.
- Maintains online stationery program as lead liaison; receives and reviews all application requests; works with departments in program set-up and ordering assist and program review.
- Maintains purchasing card program as lead liaison; receives all application requests and prepares for Director, Supply Chain approval.
- Maintains the blanket order program; works with departments once requirement need is approved by the manager to establish routine low dollar value purchases as requested and assigned by department(s).
- Communicates in a respectful and professional manner with all members of the team, department, University community and external partners.
- Collaborates effectively as a team member, including sharing information, cross training, and interpersonal cooperation.
- Demonstrates respect for all members of the UFV community and proactively works to create an environment of inclusivity and accessibility.

- Engages in learning and activities related to actioning indigenization and understanding the impact of colonialism and the purpose of reconciliation.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.

Qualifications:

- Completion of an Applied Business Certificate from a recognized post-secondary institution and completion of the two (2) year Supply Management Diploma from the Supply Chain Management Association or completion of the first 4 Modules and first 3 Interactive Workshops from the SCMP Designation Program from Supply Chain Canada or an equivalent two (2) year Supply Management Diploma from a recognized post-secondary institution or a Supply Chain Association.
- Minimum three (3) years of recent experience within a purchasing department specializing in active purchasing procedures.
- Familiarity with public procurement institution processes and procedures.
- Strong communication and interpersonal skills, written and verbal.
- Strong organizational skills with the ability to prioritize.
- Banner experience an asset.

Click here to apply:

<http://clients.njoyn.com/CL3/xweb/xweb.asp?clid=56144&page=jobdetails&jobid=J1023-1103&BRID=EX245319&SBDID=1&LANG=1>

About UFV:

The University of the Fraser Valley is located on the traditional territory of the Halq'eméylem-speaking peoples. We express our gratitude and respect for the honour of living and working in Stó:lō Tém:éxw (Stó:lō Land; Stó:lō World). In all that we do, UFV strives to support and honour the Stó:lō peoples goals of self-determination and well-being on these lands. A commitment to Indigenization and Reconciliation is core to our institutional Vision and [Integrated Strategic Plan: IYAQAWTXW](#) — which means House of Transformation. This commitment includes the goal of centering Indigenous ways of knowing throughout our organization, recognizing our responsibilities to community, and a multi-year plan to increase the number of Indigenous faculty, staff, and administrators working at UFV.

UFV has four campus locations within the beautiful Fraser Valley in British Columbia. Recognized as one of BC's top employers, UFV offers a combination of career and lifestyle benefits. Join a team of 1,400 passionate professionals who value integrity, inclusivity and excellence. At UFV, you will serve a vibrant community, and shape the future of 15,000 students.

Indigenization, equity, and diversity are essential to our work as a university. A diverse community fosters the inclusion of voices that have been historically underrepresented and marginalized. At UFV, we are committed to recruiting a diverse workforce that represents the community we proudly serve. We encourage applications from Indigenous peoples, members of groups that experience discrimination due to race, colour, place of origin, ancestry, and/or religion, persons who identify as women and 2SLGBTQ+, and persons with disabilities. We invite applicants to complete a confidential self-identification survey as part of the application process. All questions are voluntary, with an option to decline to answer. Information will be used to support efforts to broaden the diversity of the

recruitment process, and results are not shared with the selection committee. Inquiries about the survey may be directed to careers@ufv.ca. [Learn more about our commitment to diversity and inclusion.](#)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. In an effort to be both environmentally and fiscally responsible, UFV will contact only candidates receiving an interview. We thank all applicants for considering UFV for employment. Shortlisted applicants may be required to undergo a criminal record check and/ or a verification of their education credentials.

UFV is committed to the principle of equity in employment.