



## VANCOUVER ISLAND UNIVERSITY

**MATTER HERE.** At Vancouver Island University, we don't just hire employees; we hire people. Imagine a future with a job you love and a life you want to lead – imagine that future at Vancouver Island University.

Your work at VIU will provide you with a solid compensation package, including comprehensive health benefits plan, ample holiday time, professional development opportunities and a desirable pension plan that takes the worry out of retirement. As part of the VIU campus community, you will work with supportive colleagues and be provided with the tools and training that inspires and promotes learning. All while you enjoy the pace and quality of life on beautiful Vancouver Island. Consider becoming a part of our team, we are currently accepting applications for the permanent, full-time position, Procurement Analyst.

### Position Description:

The Procurement Analyst is responsible for providing excellent customer service and leadership to all VIU departments and external suppliers with respect to Procure-to-Pay activities, as well as supplier database management, sourcing activities, competitive bid processes, purchasing card program, disposal of assets, contract/pricing negotiations, and contract/supplier management. This position reports directly to the Manager, Procurement Operations and interacts with Senior Executive, Senior Managers and business units across University departments and faculties.

### Regular Duties:

- Manage supplier database, updating information and status, and ensure all new suppliers are set up and vetted appropriately as per VIU procedures.
- Review and process purchase requisitions submitted by University staff for requested goods and/or services in a timely manner, and issue purchase orders to suppliers ensuring accuracy of cost centre and account codes, price and availability, appropriate tax is applied or accessed, supplier has WorkSafeBC requirements (if applicable), any quotes or contracts referenced or attached are reviewed in full, and comply with applicable trade agreements, VIU policies and procedures.
- Manage purchase orders, expedite the delivery of goods and services, investigate and resolve shortages, backorders, delivery and quality issues, generate reports, and tracks cost savings and other procurement metrics.
- Assist VIU employees with receiving goods/services in the system as well as facilitate any goods that need to be returned including coordinating repairs.
- Respond to and resolve any internal and external questions, issues, or requests for information pertaining to Procure-to-Pay process including any invoicing or receiving discrepancies, purchase order amendments, etc.
- Conducts competitive bid processes/projects (low-medium complexity) by leading cross-functional teams when applicable. Develops and issues competition documents (NRFP, RFT, RFQ, etc.) and facilitates evaluation processes, financial analysis, site visits, presentations, demonstrations, recommendations to business units/decision makers, vendor debriefings, and contract negotiations right through to contract award. Prepares and maintains accurate records and documentation.





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### Duties, cont'd:

- Ensures all competitive processes are done in a fair, transparent, and ethical manner, and in compliance with applicable trade agreements, regulations, laws, related purchasing practices, policies and procedures.
- Enter contract data in contract database, and assist with analyzing reports on contracts coming up for expiry, contacting VIU departments on next steps, assisting with amendments, and inputting performance data.
- Meets with vendors and/or business units to resolve low complexity contract related issues or changes.
- Act as coordinator for purchasing card program, including requesting/issuing/closing credit cards with card provider, setting up VIU card holder in system database, assist with card holder issues, ensure card holders reconcile statements monthly and card holders abide by policy and procedures; escalate to Manager when Pcard process is not followed.
- Manage asset disposal or selling of assets as per VIU policies and procedures, and other Procurement led programs or functions such as stationery on-line ordering.
- Provide input to setting up or revising products in system, including tax implication, units of measure, descriptions or prices as directed by Management.
- Provide system training to VIU employees on a daily basis and participate in session training, problem solving, troubleshooting, etc.
- Participate in the review and development of Procurement processes and procedures with Procurement / Finance Management.
- Proactively builds relationships and provides procurement consultative services, guidance, and education to all levels of VIU employees, and suppliers through interpretation of policy, procedures.

### Qualifications:

- A diploma in Business-related studies or enrollment in Supply Chain Management Professional (SCMP) program, plus 3 years procurement experience working in a diverse environment. An equivalent combination of education and experience may be considered.
- Knowledge of the principles and practices of public procurement, contract law, federal and provincial taxation, WorkSafeBC, customs, FOIPPA, current trade agreements and provincial public sector procurement standards.
- Experience with sourcing a variety of goods and services and negotiating prices, delivery dates, and payment terms with suppliers.
- Customer service-focused approach to procurement and contract management. Ability to deal with a wide range of people with tact, diplomacy, and patience.
- Strong organizational, interpersonal and administration skills. Ability to prioritize multiple work tasks and switch between detailed tasks quickly. Ability to handle pressure and set priorities.
- Ability to communicate effectively. Excellent knowledge of English language, verbal and written





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**Qualifications, cont'd:**

- Strong analytical skills, problem-solving skills, and attention to detail. Ability to perform financial analysis, interpretation, and know when to escalate to Manager.
- Positive attitude and ability to exercise tact, discretion on confidential matters, and good judgment.
- Strong level of computer literacy, to include MS PowerPoint, Word, Excel, and Outlook. Knowledge and experience with Enterprise Resource Planning (ERP) systems.

**To Apply:**

View the full job description and apply [online](#) 08-Dec-2021.

VIU is collectively committed to building and sustaining a diverse and inclusive working and learning environment for faculty, staff and students. In our journey towards greater diversity we invite applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities, persons of all gender identities and sexual orientations who bring value to the VIU community through their lived experiences. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

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*The VIU community is grateful to the Snuneymuxw, Quw'utsun, Tla'Amin, Snaw-naw-as and Qualicum First Nation on whose traditional, unceded territories we teach, learn, research, live and share knowledge. With hands raised to the original stewards, we say  
Hay ch qa' sii'em sieye' yu mukw Mustimuxw.*

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