

## Position Vacancy: Intermediate Buyer

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<b>DEPARTMENT:</b>	<b>Finance and IT</b>	<b>STATUS:</b>	<b>Temporary Full Time (3 years)</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>35 hours per week*</b>	<b>SALARY:</b>	<b>\$60,156 – \$70,821 annually</b>

Our Purchasing Services Division has an exciting opportunity for a temporary full time Intermediate Buyer. You will assist the Division in purchasing a variety of goods, services, materials and equipment through selective quotation and formal tender procedures. In addition, you will assist your supervisor in developing, administering, and monitoring awarded service and purchase contracts and advising departments on a variety of complex purchasing matters.

If many of the following characteristics and skills describe you, we want to meet you!

- You have a positive, energetic “can-do” approach to work
- You have completed Grade 12
- You have completed Year 2 of the Supply Chain Management Professional (SCMP) Program from the Purchasing Management Association of Canada; or have an equivalent of 3 to 5 years combined related training and experience
- You can solve complex problems by identifying and evaluating issues and providing a solution that brings “Best Value” to the City and clients
- You have an innovative approach to public buying as it applies to contract law, tendering and negotiations
- You have the ability to assist your supervisor in administering purchasing operations including making recommendations concerning purchasing policies and practices, and can step in to act as supervisor for short periods of time
- You have a track record of assisting in preparing specifications, contracts, and tender documents for a variety of products and services and to monitor and administer such contracts
- You have a drive to continually evaluate quantity, price and service factors to determine quality and suitability of all supplies, services and commodities purchased or leased
- You have the natural ability to successfully engage staff, other employers, sales representatives, suppliers, and the public and continually improve customer experiences
- You have intermediate skills in Microsoft Office suite (Word, Excel, Outlook, PowerPoint)
- It would be a bonus if you have an understanding the policies and procedures governing Municipal purchasing and inventory operations
- Another bonus if you have experience with JD Edwards Enterprise system or similar ERP system
- You have a valid BC Driver’s License

*\* This position participates in a Compressed Work Week Program.  
City Hall hours of operation are Monday, 8am to 7pm, and Tuesday to Friday, 8am to 5pm.  
The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.*

Apply by sending your resume quoting **competition #18-04, by January 19, 2018** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604) 527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.  
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.  
This position is only open to those legally entitled to work in Canada.*