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# Employment Opportunity

## Purchaser

### *Finance & Technology – Financial Services*

Competition	<b>18/251</b>
Status	<b>Regular Fulltime</b>
Hours of Work	<b>Up to 80 hours bi-weekly</b>
Rate of Pay	<b>\$36.38 - \$41.27 per hour</b>
Review of applications begins	<b>4:00pm on December 18, 2018</b>

### **Summary**

The Purchaser is responsible for the centralized purchasing functions of the Integrated Water Services (IWS) Department and supports other departments with procurement issues in accordance with corporate purchasing policies and procedures. This position procures a wide variety of goods and materials, supplies, equipment, vehicles and services, ensuring optimum use of dollars expended while meeting specific performance criteria. The position provides oversight of warehouse operations.

### **Duties & Responsibilities**

- Provides advice and guidance regarding application of corporate procurement policies, procedures and issues and recommends changes to improve purchasing methods and procedures.
- Represents the CRD on Greater Victoria Joint Purchasing Group, attending regular meetings to share best practices and participate in joint bids as appropriate.
- Provides input into the corporate ERP system roadmap related to procurement and inventory management and provides system design input and testing support.
- Prepares all aspects of IWS specifications and tenders, assists with analysis of bids including legal compliance, price, quality and conformance to specifications, analyzes vendor recommendation and assists in arranging execution of contract documents for award.
- Develops, assists and evaluates public bid process.
- Reviews government regulations and legislation which may affect department purchases.
- Anticipates, consolidates and co-ordinates internal customers' purchasing needs and initiates, prepares, negotiates and monitors annual purchase contracts.
- Supports the quotation process by reviewing requisitions for quantity, specifications, and delivery requirements; preparing specifications, obtaining competitive quotations and evaluating quotations; and places orders and follows up to ensure terms are met.
- Develops proposal evaluation standards based upon decision criteria such as suitability, cost, terms, etc. within budget.
- Researches products and services as identified by clients assessing quality, reliability, cost efficiency and arranges for the demonstration and evaluation of new equipment or products including the submission of recommendations and reports.
- Develops and provides advice on alternate sources of supplies to ensure continuous availability of high quality goods and services.
- Sets and monitors quality standards for suppliers' products and practices to ensure purchasing policies and procedures are adhered to and that quality products and services are obtained.
- Maintains and forecasts appropriate inventory levels to ensure demands and emergency needs can be met.
- Develops system capabilities related to inventory location data and inventory reporting and plans and oversees periodic and/or

annual inventory counts and reconciliation to general ledger.

- Provides supervision and guidance to warehouse employees including providing training and performance feedback.
- Assists in, and advises on, the appropriate disposal of surplus equipment and inventory.
- Ensures conformance and compliance with established safety standards and regulations.
- Follows all policies, procedures and standards of the CRD.
- Performs other related duties as required.

### **Qualifications**

- Two year diploma in Business Administration, Accounting or a purchasing program, supplemented by a nationally recognized organization's purchasing management courses and a minimum of three years' advanced knowledge and experience in purchasing involving quotations, tendering, specification preparation and purchasing combined with administrative experience directly related to centralized purchasing of construction and maintenance supplies, materials and services and six months experience providing supervision/guidance to others.
- Member of the Supply Chain Management Association of Canada (S.C.M.A.) or member of recognized purchasing association such as National Institute of Government Purchasers (NIGP).
- Excellent communications (verbal and written), interpersonal and customer service skills are required.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel) and presentation (MS PowerPoint) software.
- Ability to work with and advise internal clients regarding purchase of materials and services.
- Ability to work within budgetary constraints in accordance with purchasing policies and procedures.
- Ability to provide supervision, guidance and direction to others in the work unit.
- Ability working with purchasing and warehousing policies and procedures, methods and controls.
- Familiar with water, wastewater and utility parts and supplies.
- Experience with automotive and heavy duty equipment parts and their adaptability/interchangability with other parts and supplies from different manufacturers /suppliers.
- Ability to maintain strong vendor relations and communications to negotiate and ensure that terms and conditions are being satisfied.
- Ability to represent the CRD effectively in dealing with and establishing collaborative relationships with external suppliers.
- Demonstrated ability in attention to detail and accuracy.
- Required to remain current with CRD standards for supplies and equipment.
- Experience in public sector procurement is an asset.
- Proficiency using ERP computer systems (SAP is preferred).
- Must possess a valid BC Driver's License.

Please note: This position is currently being reviewed as referenced in Article 27.01 of the CRD/CUPE Local 1978 Agreement.

### **Applications**

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "Careers".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**

