

The goal of the City of Burnaby and its employees is to consistently deliver first class service and services to our community. With this in mind, we hire people who share the same passion, those with the drive and determination to grow with and contribute to our already exceptional team. People like you!

Community



Integrity



Respect



Innovation



Passion

This competition has been extended and will remain open until filled. New applications are welcome!

Competition No: 2024-378

Reporting to the Purchasing Specialist, the Senior Buyer is responsible for senior purchasing and supervisory work performing the more complex purchasing functions, provides advice and guidance to departmental clients on complex purchasing issues. The incumbent prepares detailed specifications, formal tenders and request for proposal documentation and contracts; assists in the testing of acceptable vendors; arranges for calling of selected tenders; ensures all information is uniformly distributed; analyzes, reviews and approves purchase strategies and bid documentation; reviews financial aspects of invitations to tender and requests for proposal prior to release and are issued in accordance with governing laws and policies. The Senior Buyer conducts complex negotiations to finalize changes to contracts; evaluates tender and proposal responses, negotiates terms and related items with department and supplier concerned. Reviews, supervises and provides training on purchasing policies and procedures to Purchasing Department staff. The incumbent drafts, researches and obtains documentation that reflects changes in contract law and participates in the development of new contract clauses to comply with legislative changes. Performs research and analysis of products and services and prepares reports and recommendations and implements procedure. Advises and assists departmental clients and suppliers regarding purchasing problems and requirements. Performs related work as required.

Qualifications include completion of Grade 12 supplemented by completion of a purchasing certification (e.g. Supply Chain Management Professional Designation Program) or equivalent and considerable related purchasing experience, or an equivalent combination of training and experience. Thorough knowledge of the policies, procedures and regulations governing municipal purchasing. Considerable knowledge of market conditions, price trends, business conditions affecting the work; the sources, quantities, types and prices of products and services required; contract law, negotiation and corporate insurance. Sound knowledge of the functions and requirements of the departments served. Ability to evaluate quality, price and service factors to determine quality and suitability of products and services; facilitate interdepartmental evaluation teams through complex bid evaluations and to interpret and apply the laws of contract and competitive bidding to a variety of situations; establish and maintain effective working relationships with a variety of internal and external contacts; prepare specifications and related documents for a variety of products and services and to monitor and administer such contracts; study and review market conditions and prepare reports and recommendations on purchasing matters; review and supervise the work of subordinate buyers and provide training as required. IT related procurement/sourcing and contract negotiation (such as SAAS) and construction related procurement expertise will be an asset. A valid Driver's Licence for the Province of British Columbia is required.

SALARY: \$7,011 – 7,319 – 7,629 – 7,946 – 8,285/month (Pay Grade 26)(2024 Rates)
STATUS: Regular Full Time
LOCATION: West Building
SCHEDULE: 70 hours bi-weekly; Monday to Friday from 8:00 AM – 4:45 PM (Nine-Day Fortnight)
SPECIAL NOTES: Normal for CUPE 23 Inside Division Collective Agreement

At the City of Burnaby, we are committed to fostering an inclusive and diverse workforce that authentically mirrors the vibrant community we proudly serve. We consistently embrace diversity and endeavor to build an inclusive workforce that celebrates the richness of our community. We warmly welcome applicants of all genders, ages, ethnicities, cultures, abilities, sexual orientations, and life experiences to join us in shaping a more vibrant and equitable future together.

Copies of relevant professional certificates, degrees, or tickets will be required at the time of the interview. Please contact People and Culture at 604-294-7303 if you do not receive a confirmation email within one hour of submitting your application online. We thank all applicants for their interest; however, only those considered for an interview will be contacted.

Reference: 50001704

Apply online at www.burnaby.ca/careers

City of Burnaby
People and Culture
4949 Canada Way
Burnaby BC V5G 1M2

