



BUYER

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community.

What We Offer:

Improved vacation package, 3 weeks prorated in 1st year/4 weeks vacation at 2 years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City who was proudly presented the 2023 BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

Summarized Position Responsibilities:

We are currently seeking an enthusiastic individual to join our small, dynamic team. This role offers a unique opportunity to gain exposure to a wide variety of tasks and responsibilities, providing a comprehensive learning experience and professional growth.

Reporting to the Purchasing Agent, the Buyer will play a crucial role in assisting the organization obtains the necessary materials and services at the best possible value, while maintaining strong supplier and internal relationships and adhering to procurement policies and procedures. The Buyer will receive, prioritize, and process requisitions and create purchase orders for various departments. This position will collaborate with other departments to meet organizational goals and maintain accurate purchasing records. Effective communication, negotiation skills, and attention to detail are essential for success in this role.

Our Ideal Candidate:

- Diploma in Business Management or equivalent combination of education and experience
- Supply Management Training (SMT) Certificate from Supply Chain Association of Canada or equivalent combination of education and experience
- 3 years' experience in procurement
- Local government experience an asset
- Advanced knowledge and experience with Microsoft Office Suite and Procurement Software
- Knowledge of Bids and Tender application or equivalent
- Thorough understanding of applicable regulations, statues, and policies
- Attention to detail and organizational skills
- Strong communication and relationship building skills
- Class 5 BC Driver's License

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 24-30E, Closes July 29, 2024

Full Time – Permanent | 35 hrs/wk | \$39.19/hr

Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years

Human Resources Department

2760 Cameron Road, West Kelowna, BC V1Z 2T6

westkelownacity.ca/jobs | 778-797-1000