

Township of Langley

Job Title:	Senior Buyer
Competition Number:	25-U044
Employment Type:	Regular Full-Time
Pay Rate:	\$44.22 - \$52.21 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date:	March 24, 2025
Internal Competition Closing Date:	April 1, 2025
External Competition Closing Date:	April 14, 2025

The Township of Langley is considered one of the fastest growing communities in British Columbia. While balancing our unique mix of urban growth and rural beauty, our community is committed to providing opportunities for business, housing, recreational facilities, and services. As an employer, we offer competitive salaries, excellent benefit packages, and opportunities for continued professional development and career growth.

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Senior Buyer** to join our team of professionals in the Finance Division, Purchasing and Stores Department. Reporting to the Manager, Purchasing Services, in this unionized position you will play a key role in supporting and advising on the overall functions of purchasing and procurement and you will be expected to exercise significant independent judgment while adhering to established policies, standards, and budgetary constraints. We are seeking an experienced individual who demonstrates exceptional purchasing skills, innovation, and enthusiasm for the success of both our department and the community we serve.

Responsibilities

- Assist the manager with daily functions related to purchasing and stores operations
- Participate in the review and recommendation of policies, practices, and standards
- Coordinate and review the procurement process for a variety of goods, materials, services, and equipment
- Make recommendations on pre-award strategies and terms of standard contracts and assist in contract preparation and supplier interviews
- Assist with reviewing and evaluating supplier performance
- Prepare competitive bid documents, including tenders and requests for quotations
- Participate in tender openings, mandatory public meetings and site visits as needed
- Set up the evaluation process, resolve bid irregularities, perform price and cost analysis, negotiate acceptable terms/conditions and conduct follow-up as necessary
- Resolve contract disputes and challenges as required
- Perform other related work as required

Qualifications

- Completion of Grade 12, supplemented by completion of the Supply Chain Management Program of Supply Chain Canada, plus courses in WHMIS and Transportation of Dangerous Goods (TDG) and related experience; or an equivalent combination of training and sound experience
- Thorough knowledge of various sources, pricing, commodities, and services required by the municipality
- Considerable knowledge of policies, procedures, methods, practices, standards and laws related to public sector purchasing and stores operations
- Ability to prepare specifications, contracts and tender documents for a variety of products and services and negotiate, monitor and administer associated contracts
- Ability to plan, assign, review and supervise the work of employees engaged in purchasing and stores work
- Experience or training in contract law and competitive bidding are considered assets

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full-privilege) Driver's License or equivalent driver's license for where you reside. You must include with your application a current **Personal Driving Record (select the 5 year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Drivers Factor Report will **not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.