A workplace powered by you

At BC Hydro, we're working towards creating a cleaner and more sustainable future for all British Columbians and need people like you to help us. A career at BC Hydro is meaningful and provides you the opportunity to be part of a talented, inclusive, and diverse team. We offer a healthy work-life balance, competitive wages, a comprehensive benefits package, and training opportunities to support you in your career growth. We're proud to be ranked as one of B.C.'s Top Employers and one of Canada's Best Diversity Employers.

We invite you to join us as we build an even cleaner B.C. We welcome applications from all qualified job seekers. If you're a person with a disability, please let us know by emailing RecruitmentHelp@bchydro.com, as adjustments can be made to help support you in your application process.

Procurement Analyst 2

Number of positions: 2

Job Location: Edmonds 14

Employment type: Permanent

Region: Lower Mainland

Hours of work: Full-time (37.5 hrs/wk)

Flexible Work Role: Hybrid

Annual salary: $ 86,000.00 - 92,600.00

What you'll do

* Provides end-to-end procurement expertise and support to internal customers on projects of medium to high value, medium to high risk and complexity, for all lines of business; collaborates with customers to determine requirements and develop appropriate strategies for acquisition of goods and services.

* Identifies opportunities to reduce costs through direct and indirect supply chain management as well as business process improvement; analyzes opportunities for presentation and discussion with colleagues. Analyzes purchasing and spend activity and identifies opportunities to aggregate, standardize and minimize costs. Develops and presents sourcing recommendations to all levels of the company.

* Sources a wide variety of suppliers from a broad market and develops and maintains mutually beneficial relationships with suppliers.

* Prepares comprehensive competitive bid documents (Long form/Short form) and related schedules that may include multiple parts such as the Invitations to Tender, Instructions to Tenderers and General and Special Conditions for equipment, material, labour and services related to major equipment purchases and construction projects.

* Manages RFP, Tender, RFI and RFEOI processes and supports senior procurement staff administratively in various Joint Solution Design processes.

* Performs in-depth analysis of bid responses and complex market conditions.

* Develops Recommendation Reports at the conclusion of a bid process, and other procurement related Reports for all levels of the company.

* Performs some or all of the duties of the Procurement Analyst 1 job.

* Performs duties of a minor nature related to the above duties that do not affect the rating of the job.

What you bring

* Bachelor's degree in a business or technical-related field such as Economics, Finance, Accounting, Business, Supply Chain, Engineering or in an equivalent field or five (5) years of experience in procurement practices such as sourcing, acquisition, negotiation, inventory management, developing competitive bid documents and managing competitive bid processes, contract management and/or supplier performance management; plus one of the following: Supply Chain Management Association (SCMA) diploma; or working towards an equivalent professional designation (such as SCMP, CPSM, PMP and CPA); or enrollment in an advanced degree such as MBA; or enrolled in professional development programs (such as SAP training, Quality Management training, APICS-CPIM, PMI and CAPM). In addition, two (2) years of experience gained as a Procurement Analyst 1 or in an equivalent role is required.

* Experience working within Supply Chain Management ERP systems (i.e. PassPort, SAP, Oracle, NetSuite) is required. Intermediate computer skills in Microsoft applications (such as Word, Excel and PowerPoint) is required.

What we offer

- A comprehensive benefits package
- A minimum of 15 paid vacation days
- A lifetime pension
- Flexible work model, depending on your role type
- Training and development courses

For more information on the benefits we offer, visit bchydro.com/benefits.

What else you should know

This position is affiliated with the Movement of United Professionals union (MoveUP/COPE). http://moveuptogether.ca

* Please note in lieu of the SMCA Diploma no longer in existence, the National Institute of Supply Chain Leaders (NISCL) Diploma or a diploma in Supply Chain from accredited institutions can be seen as equivalent.

* These are both MoveUP Group 10 Full-Time Regular (FTR) opportunities on the team based at our Edmonds location in Burnaby.

* Project procurement experience would be considered an asset.

* Please note this role is classified as a Hybrid role under the flexible work model, which currently includes a mix of working from home and working in the office. At present, this role is expected to work in the office a minimum of three days per week however at times it could be more frequent due to operational requirements and does require flexibility.

* Works in a normal office environment. Occasional travel including overnight travel to visit suppliers and Hydro sites.

Don't forget to update your Candidate Profile with your current resume and copies of your certifications. If applicable, include your Trades Qualification. This will ensure we have all the necessary information to assess your application without any delays.

Location: Burnaby, British Columbia, Canada V3N 4X8

Date Posted: 2026-11-05 **Closing Date:** 2026-11-20

For internal use 52555419

How to apply:

Interested candidates should submit their applications online at https://app.bchydro.com/careers/current_opp.html or click ‘Apply’
You must use a supported browser, such as Firefox, Internet Explorer, Google Chrome or Safari. Your pop up blocker will also need to be disabled for the BC Hydro Careers site.
On the BC Hydro Careers site, click on the Apply button in order to complete the steps to apply for this job. Please be sure to update your Candidate Profile with your current resume and include copies of your certifications, if applicable.