

Help procure the City of Kelowna's future!

Join the City's Purchasing team and provide leadership and direction in the acquiring of over \$100 million annually in goods, services, and construction to help keep our City's economy going! Use your skills to provide superior customer service, effective negotiations, and outstanding technical knowledge. Your duties will include reviewing purchase requisitions, preparing and issuing complex tenders and RFP's, conducting market research, and applying analysis and critical thinking as it pertains to procurement and the best outcomes for the City. As an integral part of our team, you will determine and influence procurement strategy, facilitate evaluations, recommend contract awards and resolve post-award contract issues.

Qualifications

We are seeking an experienced public purchasing professional with a Business-related Diploma, along with the Supply Management Training (SMT) certificate offered by the Supply Chain Association of Canada or equivalent. Those with their Supply Chain Management Professional (SCMP) designation may be considered and compensated at a higher rate of pay.

Help create Kelowna as a *city of the future*. Our diverse team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate starting at \$42.12 per hour plus employer-paid comprehensive benefits, an earned day off program, 3 weeks paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **October 4, 2026**

Applicants not contacted within three weeks of the closing date are thanked for their interest