



**RECOGNIZED.
REWARDED.
VALUED.**



At the City of Abbotsford, we offer ongoing personal and professional development opportunities, competitive compensation, and a comprehensive benefits package.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion. We encourage applications from individuals from all genders, backgrounds and underrepresented groups.

We are happy to work with applicants requesting accommodation at any stage of the hiring process.

**Buyer I
Finance & Procurement Services
CUPE, Full Time
Posting #J0125-1415**

The City of Abbotsford's Procurement Division is seeking an experienced and self-motivated professional to join their dynamic team as a Buyer I. In this role, you will provide administrative and purchasing support to the Procurement division. You will carry out a variety of clerical tasks including file maintenance and database administration while processing requisitions for a variety of routine and standardized goods and services. Your role will involve preparing and issuing purchase orders and contracts, processing documents for execution, and maintaining files in accordance with the City's Records Management System.

Your strong relationship-building skills will assist in working with and providing information to City departments regarding procurement policies and procedures. You will also be responsible for obtaining quotations, awarding routine purchases, and providing training to staff on entering requisitions.

To be considered for this position, you must have:

- Completion of Grade 12 supplemented by an administrative certificate or equivalent.
- A minimum of two years' clerical experience, including one year directly related to public sector procurement and/or supply chain management.

This position is unionized, CUPE Local 774, and the hourly rate of pay is from \$28.85 to \$33.95.

The City of Abbotsford is committed to creating a workplace that fosters a culture of diversity and inclusion by attracting, retaining, and developing a talented and diverse workforce which broadly reflects the community and citizens we serve. As such, we encourage applications from individuals from all genders, backgrounds, and underrepresented groups. We will be happy to work with applicants requesting accommodation at any stage of the hiring process.

If you are looking for a challenge and an opportunity to make an impact in a fast-growing municipality, we want to hear from you!

To apply, please visit us online at: www.abbotsford.ca/careers

Closing Date: March 11, 2025