



Buyer, Procurement Services

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Kelowna, BC

Financial Services – Financial Services /

Support /

Hybrid

When you join Okanagan College, you're joining a team that's transforming lives and communities.

Every course you create, every student you support and every connection you build, it all matters.

Be a part of a vibrant campus community, where the work you do every day truly makes a difference.

Desired Start Date: October 19, 2026

Salary range: \$55,947 - \$63,827

Bargaining unit: BCGEU Support

Classification: Support Services Assistant II

Type of appointment: Regular Full-time

Schedule: Monday - Friday, 35 hours per week

Special Instructions to Applicants:

Shortlisted internal candidates must notify the current Support Staff Bargaining Chairperson and People Services if they want a Union Observer during interviews and final selection of candidates.

Your Opportunity

Reporting to the Manager, Procurement Services, the Buyer provides professional procurement support services to the College through the procurement of goods and services, contract administration, supplier management, purchase order processing, and customer service support. The Buyer ensures that procurement activities are conducted in accordance with College policies, public sector procurement principles, trade agreement obligations, and applicable legislation. The role works collaboratively with departments across the College to provide efficient, transparent, and value-driven purchasing solutions. This position also supports contract management, inventory and asset-related activities, supplier inquiries, and continuous process improvement initiatives.

Functions and Duties

- Process purchase requisitions and create, amend, and close purchase orders.
- Obtain quotations and assist departments with sourcing requirements.
- Ensure procurement activities comply with College policies, procedures and trade agreements.
- Maintain procurement documentation and audit records.
- Support competitive procurement processes as assigned.
- Coordinate supplier communications regarding orders, deliveries, and pricing.
- Administers credit cards, ensuring compliance, controls, training, reconciliation, and reporting.
- Serve as a primary point of contact for suppliers and internal clients.
- Provide procurement guidance to College departments.
- Resolve purchasing, invoicing, receiving, and supplier issues.
- Assist Accounts Payable with purchase order, invoice, freight, tax, and vendor-related inquiries.
- Monitor open commitments and encumbrances.
- Assist with contract documentation, amendments, renewals, and compliance tracking.
- Support the maintenance of procurement and contract records, including amendments, renewals, and compliance documentation.

- Manages supplier relationships and performance while promoting value, sustainability, and risk reduction.
- Coordinates asset disposals and maintains compliant records to support accountability and audit readiness.
- Maintains procurement systems and records while supporting process improvements and digital transformation initiatives.

Education and Experience

- Diploma in Business Administration, Supply Chain Management, Commerce, Finance, or a related field.
- SCMP, MCIPS, NISCL, or equivalent procurement certification is considered an asset. (Recommended based on procurement profession standards.)
- Two to three years of progressively responsible purchasing or procurement experience.
- Experience in a public-sector, post-secondary, municipal, or broader public-sector environment is preferred.
- Experience with purchase orders, supplier management, contracts, and financial systems.

Skills and Abilities

- Knowledge of public-sector procurement principles and competitive procurement practices.
- Understanding of trade agreements and procurement compliance requirements.
- Strong analytical and problem-solving skills.
- Excellent customer service and relationship-building abilities.
- Strong written and verbal communication skills.
- Ability to prioritize multiple tasks and meet deadlines.
- Proficiency with Microsoft Office, ERP systems (such as Ellucian Banner and Millenium FAST), SharePoint, and procurement technologies.
- Ability to work independently and collaboratively in a team environment.

Our Values:

Students first: Creating meaningful life-long educational opportunities of the highest quality for alumni, current, and future students is at the heart of everything we do.

Community: We are one College. We enthusiastically embrace the opportunity to work with, learn from, and support everyone we encounter collaboratively and collegially.

Respect: We welcome, embrace, and celebrate that which make us unique in creating an environment in which every individual is valued, affirming our commitment to human dignity for all.

Courage: We are courageous in our actions in areas that contribute to positive change in our communities and beyond. We have the courage to be vulnerable. We are truthful, sincere, and act ethically with honesty and fairness.

Relationships: We steward meaningful relationships built on a foundation of reciprocity. We are compassionate, empathic, and care for the holistic well-being of students, employees, community members, and the land.

Distinction: We choose activities in which we can achieve excellence and positively impact society.

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