



## **Procurement Officer**

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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.

Job Details:

Classification: Support Services Coordinator I

Salary: \$61,753 - \$70,561

Schedule: Full time

Closing Date: Open until filled

Desired Start Date: May 27, 2026

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 directly to the Procurement Manager, this Procurement Officer provides value-added purchasing services to the college; conducts the efficient and cost-effective procurement of goods, services, and construction contracts along with the disposal of obsolete or surplus assets in accordance with the mission, values, goals

and policies of Okanagan College; Provides a high standard of customer service and builds strong working relationships with faculty, administrative units and other key stakeholders across the College community; Monitors and advises the Manager of any changes in the marketplace that could significantly impact the College; and leads and implements projects, procedures and system enhancement to achieve departmental and college goals. This position will work directly with the Procurement Officer in Facilities to share/exchange duties as needed across the College. Significant financial risk and responsibility is associated with this role via the analysis and acceptance of bids, call for tenders and the management of the partnerships of the successful bidders and staff they are supporting.

## **Functions and Duties**

### **Typical Duties**

1. Plans, coordinates, and delivers on the procurement of goods, services, and construction requirements for a wide variety of commodities and services for Okanagan College.
2. Performs complex purchasing assignments such as those related to capital projects related to the MMCD contract.
3. Determines the appropriate process (e.g., Quotation requests, Tenders, Request for Proposals, Request for Qualifications, Requests for Expression of Interest) for the procurement of goods, services and construction that provides the college with the “best value”.
4. Ensures procurement complies with contract and bid law, policy, and legislation to ensure proper audit and business practices for purchasing and contracts are implemented, monitored, and controlled.
5. Performing market research on the web, on BCBid or via networking in preparation for certain contracts.

6. Prepares and/or assists departments in preparing detailed specifications and prepares bid documents or contracts appropriate to the type of process being utilized.
  
7. Reviews and evaluates incoming requests for completeness, accuracy of budget signing authorities, appropriate budget application, specification detail and compliance with government regulations, College's policies and guidelines, tariffs, and tax regulation. Considers appropriateness of procurement based on market trends, supply conditions, time constraints, contract duration and changing sources of supply.
  
8. Provides guidance and advice for clients when creating appropriate evaluation criteria, weighting and methodology ensuring the evaluation processes adhere to best practices, bid law and policy.
  
9. Prepares and posts the notices for publication of the calls for tenders on the government's public tendering website "BCBid" for review by proponents.
  
10. Obtains formal and informal bids and quotations, including Invitation to Tender and Requests for Proposals, from suppliers.
  
11. Creates, issues, and finalizes contracts, analyzes proposal summaries, informs, and debriefs unsuccessful proponents and prepares contracts.
  
12. Performs vendor pre-qualification, research availability, quality & price. Evaluates competitive bid documents, recommends the successful bidder to the Manager; and prepares contracts / purchase orders for the successful proponent.
  
13. Advises on and works to resolve post-award contract issues (e.g., non-compliance)
  
14. Monitors purchasing cycles to ensure timely delivery.
  
15. Responsible for continuous improvements



16. Administration of Okanagan College Procurement Card Program across the College

**Leads the effective operation of the Purchasing branch**

17. Develops and maintains relationships with purchasers, vendors, brokers, couriers, freight forwarders to ensure best practice and value-added solutions in all purchases. From these relationships maintain a comprehensive database of vendors, including vendor lists, evaluations, and documentation. Connect with vendors to ensure the college has the latest vendor/product information.

18. Ensures consistent sourcing and contracting activities adhere to standard document templates and maintains adherence to established procurement processes and best practices.

19. Implements organizational controls to ensure expenditure compliance, identifies, monitors, and mitigates risk in all activities for all business units within Okanagan College.

20. Creates reports and provides statistics on expenses by the College with various contractors and in various domains.

21. Establishes, implements, and updates procedure manuals

22. Reviews and develops content for departmental website and support material

23. Develops and delivers training sessions and materials related to procurement systems, processes, and procedures for college staff responsible for purchasing.

24. Uses judgment, creative problem solving and ingenuity to satisfactorily resolve concerns or complaints received, bringing forward issues that require broader consultation and consideration to the Procurement Manager.

25. Initiates and participates in the development and implementation of process improvements, service standards, tools, and practices to meet departmental and college

supply demand and goals.

26. Undertakes purchasing projects as assigned by the Procurement Manager.

27. Liaises with other post-secondary institutions, professional organizations, and other relevant committees or organizations as necessary.

28. Monitors industry developments and trends, supply conditions and changing sources of supply to identify areas of opportunity or impact for the College and makes recommendations to the Procurement Manager

**Promotes and ensures a high level of service for the College community**

29. Demonstrates excellent customer service to facilitate the provision of procurement services for the College community and monitors and reviews service to provide responsive improvements to the Procurement department.

30. Act as a liaison between the College, its clients and the suppliers on day-to-day process and system matters.

31. Maintains knowledge of current procurement practices and the functions, business processes and changes within the Procurement and Finance departments, maintaining two-way communication with workgroups.

32. Administers and coordinates branch workload to meet deadlines and departmental/college goals.

33. Performs other related duties similar in scope and complexity.

34. Maintains confidentiality of all sensitive information and documentation obtained in procurement activities and provides due diligence when releasing information to vendors, public, government agencies and the internal community, respecting the legislation surrounding the Freedom of Information and Protection of Privacy



## **Financial Responsibility**

35. Responsible for managing the efficient purchase and finding the lowest cost options to meet the Okanagan College budget. The College's payments to suppliers averages around \$50M dollars on a yearly basis.

## **Education and Experience**

- Completion of grade 12 plus a business diploma **plus** a Supply Chain Management Training program certificate or equivalent courses towards the Supply Chain Management Designation.
- Over 4 years and up to and including 6 years of directly related experience.

## **Skills and Abilities**

- Comprehensive and demonstrated knowledge of current procurement, inventory control and merchandizing practices, standards, and laws.
- . Excellent accuracy and professional judgment.
- Demonstrated analytical skills.
- Strong communication (verbal and written), customer service and interpersonal skills with ability to develop and maintain exceptional relationships with internal and external contacts.
- Superior organizational, planning and time management capabilities.
- Team player with an aptitude for working in a collegial and collaborative environment.
- Proven ability to problem solve, make decisions, and assume responsibility and accountability.
- . Demonstrated ability to work well under pressure and meet multiple, shifting deadlines for a variety of activities and projects.
- Excellent computer skills with proficiency using Microsoft Office and enterprise resource programs such as Ellucian banner, as well as solid analytical skills with the ability to create, analyze and present financial reports.
- . Strong negotiation skills
- Ability to work autonomously and effectively with the Manager of Procurement

## **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.

Okanagan College is committed to increasing the equitable and inclusive participation of marginalized people in all aspects of college life. We welcome and encourage applications from Indigenous Peoples, Black People, members of racialized groups/visible minorities, people with disabilities and people with diverse gender identities or expressions. People with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [AccessibilityHR@okanagan.bc.ca](mailto:AccessibilityHR@okanagan.bc.ca).

*We may use artificial intelligence (AI) tools to support parts of the hiring process, such as reviewing applications, analyzing resumes, or assessing responses. These tools assist our recruitment team but do not replace human judgment. Final hiring decisions are ultimately made by humans. If you would like more information about how your data is processed, please contact us.*

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