

Senior Buyer

Come Work and Play in Campbell River

This is central Vancouver Island's all-season oceanfront gem. Many people are attracted by our city-on-the-move vibe; a lifestyle enriched by four seasons of play and wilderness adventure; plus, easy access by air and ferry. But for passionate community-builders, we offer even more – the opportunity to join an inclusive, service-focused team where you can make your mark and help grow a more equitable, resilient city for all.

WHY APPLY

- ❖ Competitive compensation package including an hourly wage of \$48.17 based on a 35-hour work week
- ❖ Comprehensive benefits package – vacation, extended health and dental coverage, life insurance and short-term disability coverage
- ❖ Flexible work options, including compressed work week schedules.
- ❖ Relocation assistance.
- ❖ Make a tangible impact in your community.
- ❖ Work with a dynamic and supportive team.
- ❖ Strengthen leadership skills and help build community partnerships.

[Apply Now](#)

Please apply using the above link. Resumes are no longer accepted through the careers email.

When you apply: You will be asked to upload a cover letter and resume as part of the application process. You may also be asked to answer some screening questions related to the position.

This posting will close on August 7, 2025.

Questions? Email careers@campbellriver.ca



WHAT WE'RE LOOKING FOR

- Successful completion of a two (2) year diploma program in a Business Management or related discipline from a recognized post-secondary institution.
- CSCP Certified Supply Chain Professional, NIGP Certified Procurement Professional or equivalent designation.
- Must possess and maintain a valid BC Driver's Licence and provide and maintain a clean drivers abstract as per City policy.
- Minimum of five (5) years' progressive procurement experience, within the last ten (10) years.
- Experience in public sector purchasing.
- Local government administration training.
- Training and/or experience using contract documents through the Master Municipal Construction Document Association (MMCD) and the Canadian Construction Documents Committee (CCDC).

WHAT YOU'LL BE DOING

The successful candidate will:

- Conduct the procurement and acquisition of goods and services in keeping with Council's approved purchasing policy procedures, and applicable trade agreements.
- Ensure the City receives the required goods and services by selecting the most appropriate method of completing the acquisition process to ensure best value.
- Liaise between staff and suppliers to provide information, answer questions, resolve problems, and address issues and concerns.
- Provide advice and guidance to staff on the procurement process.
- Provide recommendations for changes to policies, procedures, and practices to continually improve the functions of the Finance Department.
- Continually examine work processes to identify problem areas or opportunities for improvement.