

Senior Buyer

Competition Number	S181301P
Position Title	Senior Buyer
Employee Group	Staff
Manager	Amir Shafiei
Have you received approval from your one up manager to post this position (i.e. do you have budget approval)?	Yes
Position Status	Temporary Full-Time
FTE	1
Reason for Posting	Replacement
If other, please specify	Filling out the seconded employee
Department	Finance & Administration
Additional Notes	
Location	North Vancouver
Working with us	At Capilano University, learners are our focus. Guided by the goals outlined in Envisioning and Illuminating 2030, employees play an essential role in creating an exceptional learning experience for and with learners and are central to a thriving campus community. Together, we are inspired by imagination and Capilano University is one of the leading teaching-focused universities in British Columbia and one of BC's Top Employers. Grounded by our sense of purpose, we offer a meaningful, friendly, and dynamic work environment.

Our Risk Management division is dedicated to transparency, accountability, and ethical decision-making. By joining us, you will play a pivotal role in maintaining and enhancing these frameworks, ensuring that our policies and practices are not only compliant but also exemplary in promoting the university's long-term success. Your expertise will be integral in shaping our governance, reinforcing our commitment to the highest standards of operational excellence.

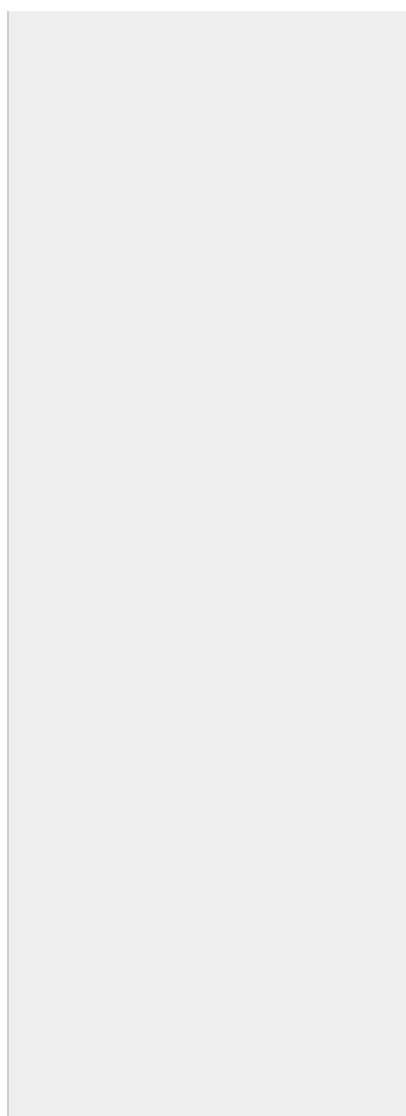
Your skills will be crucial in ensuring that all agreements are managed with precision and diligence. You will have the opportunity to oversee a diverse range of contracts, working closely with various departments to support their unique needs while safeguarding the university's interests. Within our organization, you will be part of an environment where your innovative ideas are encouraged, and you can actively participate in the development of our organization.

Are you ready to join a vibrant community where your impact will help shape a future that is innovative, secure, and excellently governed? Become a key player in our forward-thinking team, implementing cutting-edge technologies and sustainable practices to optimize our corporate existence.

What you'll do

The Senior Buyer is a subject matter expert in Supply Chain Management and is responsible for the more complex procurement and construction functions. The Senior Buyer regularly interacts with Directors, Facilities Managers, contractors and consultants to provide consultation and leadership throughout the competitive bidding and contracting process, including performing related administrative and legislative compliance activities, and conducting research and analysis to ensure the best overall value to the University.

Reporting to the procurement Manager, the Senior Buyer Provides comprehensive procurement and construction advice to the client; oversees and facilitates the process supporting the development and issuance of solicitations for the supply of goods, services and Construction which involve the strategic, timely and economic acquisition of construction, renovations, equipment, services and supplies. In addition, the individual will maintain a contract and purchase order system, ensuring accuracy and timely reporting capabilities. The Senior Buyer will recommend new systems and process improvement initiatives and support change management strategies. This position requires effective relationship and rapport-building capabilities with internal and external stakeholders. The Senior Buyer will act as an advisor for best practices, University standard practices and all public sector, provincial and federal legislation related to procurement activities.



- Acquires Goods, services and Construction pertaining to all areas of University operations, including evaluating and monitoring corporate procurement needs.
- Tailor procurement strategies to meet the unique needs of construction and renovation projects.
- Designs, develops, maintains and executes supply chain project plans using established project management methodologies as directed; recommends resources requirements and estimates risk and project costs; leads projects as requested by the Manager or Director.
- Collaborates regularly with key stakeholders including the Associate Director Facilities, Project Managers, Architects and external Legal to provide leadership, guidance and expertise in the development of specifications, terms and conditions to be incorporated into bid documents.
- Prioritizes by estimated dollar expenditure to determine appropriate method of procurement. Prepares documentation with detailed contractual terms and specifications. Determines and qualifies bidders to participate in the competitive bid process. Issues invitation for competitive bids to BC Bid.
- Reviews technical specifications and user department requirements to determine the best procurement method to be used.
- Conducts product research and schedules demonstrations for testing to determine the technical specifications suitable to meet the user department needs.

What you'll bring

- Supply Chain Management Professional (SCMP) or Certified Supply Chain Leader (CSCL) designation
- Experience working with construction specifications and terms and conditions
- Proven expertise in legal contracts, Canadian Procurement Law, trade agreements, CCDC contracts, surety and bonding procedures, and facilities management.
- Minimum of six (6) years of recent procurement experience in a leadership role within a large organization, ideally in the public or education sector.
- Valid BC Driver's Licence, Class 5

For more information	For more information, please see the complete job description .
Benefits	<p>At Capilano University, we understand that there is more to life than work. That is why we offer comprehensive benefits and support to help you and your family live a balanced life. Take a sneak peak to see what it is like to work at Capilano University.</p> <p>Still not convinced? Hear from our employees themselves!</p>
Posting Detail Information	
Start Date	01/27/2025
End Date (if applicable)	06/30/2026
Days and Hours of Work	Our core hours are Monday to Friday, 8:30am – 4:00pm.
Bridge Period (if applicable)	
Position Number	S99492
Pay Group	26
Salary	\$6,062 per month based on 35 hours per week (with increments up to \$6,817)
Union	MoveUP
Job Open Date	01/08/2025
Job Close Date	01/26/2025
Open Until Filled	No

Pass Message	<p>Thank you for applying to Capilano University. We appreciate your interest and look forward to reviewing your application.</p> <p>We will be in touch with all short-listed candidates. We encourage you to continue to monitor our website for exciting new opportunities.</p> <p>Human Resources Capilano University</p>
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Quick Link for Posting	<p>https://jobs-capilanou.peopleadmin.com/postings/7771</p>