



The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

Procurement Specialist

Regular Full-Time

The District of Squamish is seeking an experienced Procurement Specialist to facilitate the procurement of goods, services and construction on behalf of the District. Under the direction and supervision of the Lead Procurement Advisor, this is an opportunity to bring your sound knowledge of local government purchasing and risk management principles, practices, procedures, and systems to provide direction and advice to District staff. As an integral member of the finance team, you will prepare and facilitate the bid solicitation process including the preparation of Tenders, RFP's, RFQ's, or other competitive processes, in consultation with internal departments.

Key Responsibilities include:

- ❖ Provides information and advice to staff to support understanding and compliance with corporate policies, processes and legislation related to procurement.
- ❖ Prepares and conducts post-competition debriefings, detailing competition outcomes.
- ❖ Prepares and collects all necessary contract documentation including Agreements, Supplier Forms, Certificates of Insurance, WorkSafe BC Clearance letters and Prime Contractor documents.
- ❖ Conducts research and analysis into products and services, ensuring the District is receiving the best overall value in its procurement activities.
- ❖ Prepares and maintains regular reporting on procurement activities status.
- ❖ Assists the Finance Department in the Procure to Pay process as required.

Who you are: If you tick all of these boxes, and you have an undergraduate degree in a related discipline such as Supply Chain Management, Commerce or Accounting, a minimum of 5 years of related experience in a Purchasing position and procurement certification, then we would love to hear from you!

Who we are: The District of Squamish is a progressive and growing community. Our friendly, small-town setting, spectacular natural environment, thriving arts, culture and heritage scene and world-class recreational opportunities offer an incredible live-work-play lifestyle that few places can beat.

We are a team of fun-loving yet highly dedicated and hardworking professionals who are committed to continuous learning, improvement, and excellence in service to our citizens - and so is our ideal candidate.

Our Vision: Our organization is a thriving community, serving the thriving community of Squamish.

Our Mission: We lead, facilitate and partner to ensure a liveable and sustainable Squamish.

Our Core Values: Respect, Integrity, Connection, Progress

Think you would be the perfect fit? Then come and Deliver Outstanding Service at the District of Squamish! On top of our hourly rate - \$42.18 this position is also eligible for comprehensive benefits, paid vacation and one of Canada's top pension plans – The Municipal Pension Plan after 455 hours worked. This position is also eligible for a compressed work week which allows for an earned day off every second week.

We can't wait to hear from you! A complete job advertisement can be viewed below.

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

If you have any questions that aren't answered there, please reach out to our friendly HR team at the contact email below.

Please submit your cover letter and resume quoting competition #24-11 to:
Human Resources



SQUAMISH

HARDWIRED *for* ADVENTURE

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3

E-mail: jobs@squamish.ca

Application deadline: Open until filled

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence AccessibilityHR@squamish.ca. We thank all applicants for applying.



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External Job Posting

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|----------------------|-------------------------------|
| Position: | Procurement Specialist |
| Status: | Regular Full-Time |
| Work Area: | Finance |
| Posting Date: | February 14, 2024 |
| Closing Date: | Open until filled |

GENERAL SUMMARY

Under the general supervision and direction of the Lead Procurement Advisor, the Procurement Specialist is responsible for facilitating the procurement of goods, services and construction on behalf of the District. The Procurement Specialist will provide direction and advice to staff on a wide variety of procurement activities and will ensure compliance with the procurement policy and applicable trade treaties.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community, by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Prepares and facilitates the bid solicitation process including the preparation of Tenders, RFP's, RFQ's, or other competitive processes, in consultation with internal departments. Ensures those processes are completed in full conformance with all applicable laws, trade agreements and the District's Procurement Policy (including Social Procurement policies).
- Provides information and advice to staff to support understanding and compliance with corporate policies, processes and legislation related to procurement.
- Prepares and conducts post-competition debriefings, detailing competition outcomes.
- Prepares and collects all necessary contract documentation including Agreements, Supplier Forms, Certificates of Insurance, WorkSafeBC Clearance letters and Prime Contractor documents.
- Conducts research and analysis into products and services, ensuring the District is receiving the best overall value in its procurement activities.
- Prepares and maintains regular reporting on procurement activities status.
- Assists the Finance Department in the Procure to Pay process as required.
- Maintains a variety of records, files and databases.
- Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of local government purchasing and risk management principles, practices, procedures and systems.
- Sound knowledge of the type and class of goods, services, materials, equipment and construction typically purchased procured by Municipalities in British Columbia.
- Experience using Enterprise Resource Planning and Digital Procurement Platform Systems such as JDE/SAP or UBW.
- Experience assembling contract and RF(x) documents.
- Experience with the use of contract documents such as MMCD, CCDC and other common agreement formats.
- Excellent business analysis skills to identify issues and make recommendations.
- Strong time management skills with the ability to meet deadlines.
- Excellent interpersonal and communication skills and the ability to deal with people in a professional manner both internally and externally.
- Excellent organizational skills.
- Advanced computer skills and thorough knowledge of Microsoft Office including MS Word, Excel and Outlook.
- Ability to negotiate and manage contracts.



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- Ability to foster collaborative relationships and a positive team environment.
- Ability to work both independently and in collaboration with multiple stakeholders and staff.
- Ability to maintain discretion and confidentiality.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Valid BC Class 5 Driver's License with a safe driving record
 - Bondable
 - Undergraduate Degree in a related discipline such as Supply Chain Management, Commerce or Accounting
 - A minimum of five (5) years of related experience in a Purchasing position
- AND**
- Procurement Certification
- OR**
- An equivalent combination of education, training and experience

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

Hours of Work: 70 hours bi-weekly. Fortnight schedule. Current shifts (subject to change) range between the hours of 8:00am to 5:00pm, Monday to Friday.

Salary: \$42.18 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #) To: #24-11

Human Resources

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37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

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