



Job Posting

Nelson, BC
Regional District of Central Kootenay

PURCHASING AGENT

Full-Time, Benefited

The Regional District of Central Kootenay (RDCK) is inviting applications for the position of **Purchasing Agent**.

Reporting to the Chief Financial Officer (CFO), the Purchasing Agent is a pivotal figure in the Regional District's procurement framework, balancing a strategic process development role with hands-on operational duties. Working closely with the CFO and other management staff, the individual shares responsibility for the development, implementation, and ongoing refinement of procurement strategies, policies, and processes aligned with the values of the RDCK, including maximizing the efficiency and effectiveness of resource use. The role requires a proactive approach to identifying and capitalizing on procurement opportunities through analysis, the integration of innovative processes, and the fostering of close collaborative relationships across departments and external organizations to ensure these strategies and processes are effectively realized.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- A diploma in Business – Purchasing / Supply Chain Management and at least 5 years purchasing related experience, preferably in a local government environment;
- Supply Chain Management Professional (SCMP) designation, completed or substantially in progress, is preferred.
- An equivalent combination of education and experience will be considered.
- Professional certification as a Certified Professional Public Buyer (CPPB) is a definite asset.

The normal starting hourly rate for this position is \$46.06 with a range from \$44.06 to \$50.06 based on experience.

The full benefits package includes extended health and dental, short & long term disability coverage, life insurance plus 3 weeks paid vacation time to start and enrollment in the Municipal Pension Plan when eligible (as per MPP rules).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong understanding of Supply Chain Management, current procurement trends, best practices, and relevant legislation.
- Proven capability in developing effective procurement strategies and applying change management practices.
- Exceptional negotiation skills and the ability to handle multiple priorities efficiently.
- Analytical and problem-solving skills, alongside effective communication and interpersonal abilities.
- Independent worker and team player, proficient in MS Teams, Word, Excel, and Outlook, with a solid working understanding of procurement software applications.
- Clean criminal record check and a valid BC driver's license required.
- A commitment to RDCK's core values of Health and Safety, Integrity, Accountability, and Respect.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs. Applications will be accepted **until 9:00am, May 13, 2024**.

To apply please complete our online application which can be found here: [Employment Application](#).

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted.

This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information:

humanresources@rdck.bc.ca | 250.352.1546
or visit rdck.ca/jobs to apply



Job Description

Purchasing Agent

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Chief Financial Officer

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Finance

SUMMARY OF POSITION:

Reporting to the Chief Financial Officer (CFO), the Purchasing Agent is a pivotal figure in the Regional District's procurement framework, balancing a strategic process development role with hands-on operational duties. Working closely with the CFO and other management staff, the individual shares responsibility for the development, implementation, and ongoing refinement of procurement strategies, policies, and processes aligned with the values of the RDCK, including maximizing the efficiency and effectiveness of resource use. The role requires a proactive approach to identifying and capitalizing on procurement opportunities through analysis, the integration of innovative processes, and the fostering of close collaborative relationships across departments and external organizations to ensure these strategies and processes are effectively realized.

ROLE AND RESPONSIBILITIES:

Procurement Strategies

- Facilitate and support the development and alignment of procurement strategies and operational procedures across departments, including group purchasing arrangements and procurement category management.
- Conduct cost-benefit analyses for products and services at the organizational level, staying informed about market trends, environmental issues, and legal changes.
- Assist in managing higher value procurement initiatives, tailoring strategies to achieve organizational goals.

Tactical Procurement Operations

- Manage the procurement process for significant purchases as required, including drafting and executing procurement documents such as Requests for Tenders and Proposals, consulting with operational staff, coordinating evaluations and managing the contract process.

- Conduct market research to identify and qualify potential suppliers and vendors and negotiate supply and service contracts and/or related purchase orders.
- Assist departmental staff with monitoring contractual compliance, helping address discrepancies or issues as they arise.
- Support the annual budgeting process with research and recommendations on pricing trends and delivery forecasts for goods and services.
- Administer and support the process to dispose of surplus goods and equipment.

Compliance and Policy Development

- Assist the organization in achieving compliance with relevant bylaws, trade agreements, and safety procedures.
- Work with Corporate Administration, Finance and Senior Management to update procurement related policies, procedures and guidelines.

Vendor and Stakeholder Management

- Maintain and enhance relationships with both internal and external stakeholders to optimize procurement opportunities.
- Offer procurement initiative advice, training and recommendations to senior, departmental and project managers.
- Develop a vendor performance management program to evaluate and manage supplier performance.
- Build relationships with group purchasing organizations and procurement related partnerships with other public sector organizations.

Performance and Improvement Analysis

- Implement and monitor procurement performance metrics to evaluate the effectiveness of procurement activities
- Identify opportunities for process optimization including improvements to the effective utilization of procurement software applications.
- Support departmental staff in addressing vendor performance issues and implementing corrective measures as necessary.

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ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date