



## Senior Buyer

**TEMPORARY FULL-TIME (35 hours/week)**  
**(Effective ASAP to return of incumbent)**

As one of the largest, most progressive, urban districts in the province, Burnaby provides comprehensive educational programs and services to 41 elementary and 8 secondary schools, plus a number of additional facilities. The Burnaby School District is seeking a Senior Buyer to join their professional Purchasing team. Reporting to the Manager - Financial Services, this key purchasing position is responsible to ensure the integrity of the acquisition process, maximize acquisition strategies, create contractual documents and conduct negotiations. Experience in core public sector and construction related procurement preferred.

### Duties and Responsibilities:

- Coordinates public tenders by drafting front end documents, gathering specifications, participating in openings, preparing tabulations, analyzing bids, selecting vendors, generating and administering contracts.
- Prepares and approves purchase orders for materials, supplies, equipment and services and recommends SD41 standards for equipment by performing research, obtaining prices and specifications, and by consulting with end users to evaluate suitability and quality.
- Conducts performance reviews with suppliers by arranging demonstrations, consulting end-users, interviewing sales representatives and determining product quality, price and availability. Identifies and resolves various supplier management problems minimizing the school district's legal risks.
- Researches, analyzes and coordinates information from numerous sources for reports, cost projections, and/or projects; provides strategic advice to customers based on financial analysis and changing market conditions. Forecasts price systematically for each major area of spend.
- Participates in the planning and implementation of the purchasing department guidelines.
- Coordinates, assigns, reviews, and participates in the work of support staff.

### Qualifications:

- Completion of the Supply Chain Management Professional (SCMP) Designation or equivalent.
- Five years related work experience or an equivalent combination of training and/or experience.
- Thorough knowledge of procurement practices and procedures
- Thorough knowledge of technology and applications related to work performed including Microsoft Office
- Ability to communicate effectively at the level required for the job
- Valid BC Driver's license (Class 5)

This is a temporary, hybrid position working 35 hours/week with the ability to work from home one day per week. The wage is \$38.83 per hour (\$39.99 effective July 1/24). Qualified applicants should apply in writing, including a resume and cover letter via email by Friday, May 31, 2024 to:

Burnaby School District  
Human Resources Department  
School District 41 – Burnaby  
4054 Norfolk Street, Burnaby V5G0C3  
[Applications@burnabyschools.ca](mailto:Applications@burnabyschools.ca)

**Please send resume and supporting documents in ONE pdf document.**

*Only those applicants considered for interview will be contacted.*

*The Burnaby School District embraces diversity as a privilege and a strength. We strive for accepting, safe, supportive, and inviting communities where the goal is for all members to feel a sense of belonging. Our (schools or worksites) are for everyone and we respect each person's contributions.*