



BUYER II

(CONTINUING)

School District No. 42 (SD42) is looking for qualified applicants who are interested in working as a Buyer II at our District Education Office. Reporting to the Procurement Manager, the Buyer II is responsible for the procurement of a wide variety of services, supplies, and equipment in accordance with established guidelines, policies, and regulations. The scope of work includes reviewing purchase requisitions, processing purchase orders, preparing contracts for execution, and facilitating competitive bid processes to ensure best value to the District. SD42 meets the learning needs of over 15,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

The successful applicant will possess:

- Successful completion of Grade 12 plus a diploma in business operations/procurement, or equivalent combination of recognized courses in supply chain management, training, and experience.
- A minimum of three (3) years' experience in the field of procurement, preferably in the public sector.
- Proficiency with computers and a variety of software applications, including word processing and spreadsheet skills at an intermediate level.
- Knowledge of supply sources, market conditions and vendor performance.
- Ability to make arithmetical computations quickly and accurately and to organize and prioritize high-volume work, as well as the ability to make analytical and logical evaluations, measuring quality and suitability vs. prices and other related factors.
- Demonstrated ability to communicate effectively and harmoniously with staff and vendors.
- Additional abilities as outlined in the full job description, please [click here](#).

This is a full-time continuing position working 35 hours per week, following a 12 month schedule. The rate of pay is \$32.74 per hour, plus a comprehensive benefits package.

To apply, please forward your cover letter, resume, [school district application form](#) and supporting documentation to applicants@sd42.ca quoting posting #C2223-298.

For more information about our School District please visit: <https://www.sd42.ca/our-district/>

Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.

