



## MANAGER, PROCUREMENT SERVICES

Located on the shared, traditional, and unceded territories of Katzie First Nation and Kwantlen First Nation, the Maple Ridge - Pitt Meadows School District (SD42) is defined by a culture of excellence and is highly regarded for the quality of its education and its commitment to students. Innovation, educational choice and student success is at the heart of all SD42 efforts to support the learning needs of over 17,000 students. The school district has 22 elementary schools and 6 secondary schools and is governed by the Board of Education, comprised of 7 elected Trustees. Reporting to the Assistant Secretary Treasurer, the Manager, Procurement Services oversees and manages all purchasing systems, processes and staff to ensure effective and efficient functioning of Procurement Services department.

The preferred candidate will possess:

- A SCMA professional certification program or a degree in Business Administration or the completion of the 4th year of the CGA/CMA.
- Minimum seven years' experience in a purchasing department with at least four years in a management capacity, or a combination of experience and training sufficient to have acquired a working knowledge of accounting, contract law and insurance.
- Detailed knowledge of public sector procurement with a strong background in competitive bidding and capital project procurement. Experience with Atrieve and Bonfire is an asset.
- Proven supervisory, leadership, negotiation, risk management and problem-solving skills.
- Ability to communicate and report effectively.
- For the full job description, [please click here](#).

To apply, please forward your [district application form](#), cover letter and resume to [applicants@sd42.ca](mailto:applicants@sd42.ca). This is a full-time permanent assignment. This posting will remain opened until filled.

The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

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.*

