



Create the city of tomorrow, today.



Buyer (Up to 1 Year Term)

Are you an experienced procurement professional that enjoys working in a fast-paced environment? Are you looking to build and develop your existing skill set with first-hand experience with a diversity of projects and contracts? If so, this job opportunity may appeal to you. We are looking to add to our team of dedicated professionals a Buyer that will be responsible for supporting business units with performing the full-cycle procurement process. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

Who you are and what you will be doing!

- Using your excellent customer relationship and vendor management skills, you will provide value added support throughout the entire procurement process.
- Your experience and knowledge will be key as you assist in developing solicitation documentation and other necessary documents.
- You will use both your verbal and written communication skills to attend job site meetings and be able to speak to the contract and purchasing documentation. In addition you will interact with internal and external customers.
- You will use your analytical abilities to assist senior management in developing the procurement plan.
- You are someone who feels comfortable and flexible in providing both qualitative and quantitative reasoning for awarding contracts.
- You are passionate and knowledgeable about procurement and have a thirst for learning new processes and practices in the profession.
- You are a “big picture” thinker and able to connect the dots to value added solutions.
- You have good computer aptitude and are able to use Microsoft Word and Excel for the preparation of documents and financial information.

Applicants under consideration will have the following:

- Completion of Grade 12, plus Year 2 of the Strategic Supply Chain Management Leadership Program (SSCMLP) or Level II of the former PMAC program.
- Considerable experience in City or industrial purchasing and material management.
- Public sector experience is considered a strong asset.
- A valid and unrestricted drivers' license with a safe driving record.

integrity | service | teamwork | innovation | community

To apply online, go to our website.
www.surreycareers.ca

