

## **Procurement Analyst (Permanent, Full-Time) - 1289**

### **Close Date**

Open Until Filled

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### **Position Overview**

If you are looking for an exciting opportunity to work in a municipal fleet environment, the City of Kamloops Planning and Procurement Division has a permanent full-time Procurement Analyst career opportunity. We are seeking a person who is passionate about procurement, has excellent time-management, attention to detail, organizational skills, and well-developed interpersonal skills. The Procurement Analyst is responsible for providing technical expertise, analysis and business advisory services related to the competitive-bid process, negotiating contracts, ensuring regulatory compliance, evaluating vendor performance, and acting as a Procurement liaison to internal and external clients.

If you are someone, who shares our corporate values of resiliency, passion, trust, inclusivity, health conscious, and cooperation, who is enthusiastic about Procurement and would be proud to serve your community, then the Procurement Analyst position may be a fit for you! Let us know that you are interested in this by applying today.

The successful candidate for the Procurement Analyst (\$42.62) must have the following qualifications:

1. Completion of a diploma in a Business-related discipline and SCMP designation, or equivalent.
2. Minimum three years progressive purchasing experience within a large complex procurement department, specializing in the solicitation of competitive bids, negotiation, contracts, contract maintenance, and vendor management.

\* An equivalent combination of experience and/or education may be considered.

Please note, our preference will be to hire a fully qualified Procurement Analyst, however, if there are no qualified applicants, we may hire a Procurement Analyst - Training Opportunity.

The successful candidate for the Procurement Analyst – Training Opportunity (\$37.21) must have the following qualifications:

1. Completion of a diploma in a Business-related discipline and registered in the SCMP designation (minimum of one year in program), or equivalent.
2. Minimum one year progressive purchasing experience within a large complex procurement department, specializing in the solicitation of competitive bids, negotiation, contracts, contract maintenance, and vendor management.

\*An equivalent combination of experience and/or education may be considered.

For further information on the Procurement Analyst position, please see the attached job description for the fully qualified position and for further information on the details around the training opportunity please see the attached terms and conditions.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position. Please note that this position will be open until filled.

### **Awarding of Training Opportunity:**

To be successful for this training opportunity, senior applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

### **On-the-Job Experience and Training:**

The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Procurement Analyst. The exact length of the training opportunity may vary based on the previous education and experience of the successful candidate and the length of the position but will be a maximum of 2 years.

### **Pay Rate:**

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 11 (inside), \$37.21 per hour to start. After successful completion of the Training Opportunity term and obtaining the 2 years related experience, the incumbent will move to a Pay Grade 12 (inside) as a fully qualified Procurement Analyst.

### **Time Commitment to the Position:**

The successful candidate will be required to remain in the Procurement Analyst position for a minimum of the amount of time it took the candidate to become fully qualified.

### **Hourly Rate**

\$42.62- \$37.21

### **Hours & Days of Work**

Monday – Friday:  
8:00 AM – 4:00 PM (year-round)

### **Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).