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Procurement Specialist

Posted 07-Jul-2025 (PST) | Procurement and Inventory Services | \$ 79509-93541 per year | Full-time Permanent | Exempt | Attractive benefits, vacation and pension package

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services. The City of Penticton is looking to fill the position of **Procurement Specialist** on our Corporate Services team.

The Corporate Services division works as a strategic partner with departments throughout the City to ensure effective delivery of City services and programs by providing financial, human resources, information technology, procurement, and communication and engagement services. Under the leadership of the General Manager of Corporate Services, the division is responsible for the overall administration of the City, including corporate administration, recruitment, retention and development of the City's workforce, procurement of goods and services, inventory management, managing the City's public communications and community engagement, delivering all information technology services and the collection of all City revenues.

Reporting to the Procurement and Inventory Services Manager, the successful candidate will be responsible for the management of the procurement process from requirement identification through contract execution. This includes the preparation of RFX documents, performing cost analyses, leading contract negotiations, and contract execution. The **Procurement Specialist** exercises considerable independence of judgement and action, and must follow the framework of established guidelines, policies and procedures, trade agreements, and legislation. This position requires the ability to communicate with the public and to present information and make recommendations to City staff. This position collaborates with all departments to provide professional expertise, advice, and support in procurement-related activities.

Key Responsibilities:

- Manage multiple procurement priorities concurrently.
- Collaborate with internal departments to understand their procurement needs and provide procurement advice.
- Develop and implement procurement strategies to meet the City's needs and obtain the best value.
- Prepare RFX documents, including RFPs, RFQs, NOIs, etc. Liaise with City departments to develop specifications, evaluation criteria, criteria weighting, and submission requirements for a variety of goods, services, equipment, and capital projects.
- Facilitate pre-bid site meetings.
- Manage RFX questions; work with stakeholders to obtain answers; prepare and post addenda.
- Manage bid irregularities.
- Lead the evaluation committee through the bid evaluation process; perform the evaluation of exceptions to terms and conditions, pricing, delivery schedules, etc.
- Negotiate terms and conditions, scope of work, pricing, etc., and execute contracts.
- Perform debriefs with unsuccessful bidders.
- Create and execute Contract Amendments.
- Prepare and process purchase orders.
- Ensure compliance with City policies and procedures, trade agreements, and legislation.
- Resolve any issues or discrepancies related to procurement activities.
- Maintain accurate records of purchases.
- Assist in warehouse activities when required, including inventory count.

Required Knowledge, Abilities & Skills:

- Proficiency in Unit 4 ERP system, Microsoft 365, and Bonfire Procurement Portal.
- Knowledge of public procurement best practices, trade agreements, and legislation.
- Knowledge of contractual practices as well as a general understanding of technical and legal documents.
- Strong negotiation skills.
- High standards of professional integrity and ethical conduct.
- Adept at establishing and maintaining a variety of stakeholder relationships; exceptional interpersonal and communication skills.
- Maintains a high level of accuracy and attention to detail.
- Ability to work independently, and as part of a team.
- Experience with staff in a unionized environment.
- Excellent organizational and time-management abilities.
- Adaptable problem-solving skills.

Education, Training & Experience:

- Bachelor's degree in Supply Chain Management, or a related field.
- Supply Chain Management Professional (SCMP) or equivalent certification preferred.
- Prior public sector experience.
- Five (5) years of purchasing experience.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume. This posting will remain open until the role is filled.

If you require any accommodations during the recruitment process, please contact us at HR@penticton.ca, (<mailto:HR@penticton.ca>), we'd be happy to hear from you!

The noted compensation range is the span between the minimum and maximum salary for a position. In the normal course, employees will be hired, transferred or promoted between the minimum and approximately halfway of the salary range for a job with consideration given to internal equity.

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