

Home to vast parkland and attractions including Grouse Mountain, Lynn Canyon and Capilano Suspension Bridge, the District of North Vancouver is inspired by nature, and enriched by people. Recognized as one of BC's Top Employers for six years, the District offers professional development opportunities, a competitive total compensation package, a nine-day fortnight, and hybrid work arrangements.

This is an exciting time to join us as we transform digital service delivery, reimagine the customer experience, and advance bold climate action initiatives. Known for our flexible, family-friendly policies and inclusive workplace culture, the District is an exceptional place to build a meaningful career

## About the Role

Our Supplies and Risk Management department is looking for a regular full-time Buyer to join their team working with Stores at the Operations Centre. The Buyer performs full cycle purchasing work and secures a wide variety of goods, services, materials and equipment required for municipal operations. This specific Buyer position will be focused solely on automotive parts. This position plays a critical role in ensuring that the financial controls over the procurement process are adequate and operating in accordance with corporate policies and prudent financial management. Key duties will include, processing requisitions, preparing a variety of competitive bid documents, analysing and evaluating bids & proposals, issuing purchase orders, maintaining and monitoring contracts and insurance certificates. The successful candidate will establish and maintain liaison with a variety of internal and external contacts and provide assistance and guidance to staff regarding District purchasing policies and legal requirements for municipal procurement.

This position will appeal to a knowledgeable and self-directed purchasing professional who can exercise independent judgement and possesses considerable knowledge of purchasing practices, procedures, policies, trade agreements, laws and regulations. The successful candidate will be detail oriented with strong analytical, written and verbal communication skills, an effective communicator who engages with staff, vendors, and the public at all levels. The ability to work both independently and as part of a team, with strong time management and problem-solving skills. Working knowledge of ERP systems such as Oracle/JD Edwards, SAP, PeopleSoft or similar and previous experience in public procurement is highly desirable.

## Qualifications

Completion of Grade 12 supplemented by courses in purchasing, logistics and supply chain management, plus sound related experience or an equivalent combination of training and experience. Direct experience with the purchasing of automotive parts is essential. Preference will be given to candidates who are working towards attaining a Diploma/Certificate in Supply Management or the SCMP Supply Chain Management Professional Designation (or equivalent). A valid Class 5 B.C. Driver's Licence is also required.

## Details

**Salary:** The pay range for this unionized position is \$36.08 to \$42.45 per hour (2024 rates)

**Hours of Work:** 40-hour work week (Compressed work schedule available)

## Apply

The District of North Vancouver is committed to creating a diverse, inclusive, and accessible work environment. If you have what we're looking for and have a passion to serve people and the community, a demonstrated understanding of safety, a commitment to supporting a healthy and safe workplace, and a willingness to take further safety training as required, we would like to hear from you. Please apply on-line at <https://careers.dnv.org> by **April 29, 2026** to be considered.

If you require accommodation, please contact Human Resources at [hr@dnv.org](mailto:hr@dnv.org)

We thank you for your interest in employment with the District of North Vancouver and advise that only those shortlisted for an interview will be contacted.

## Our Values



We respectfully acknowledge the Coast Salish peoples, specifically the x<sup>m</sup>məθk<sup>w</sup>əyəm (Musqueam), Sḵwxwú7mesh Úxwumíxw (Squamish), and səlilwətaʔ (Tsleil-Waututh), on whose ancestral lands the District of North Vancouver is located.