



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20241106_PROC
POSITION TITLE:	PROCUREMENT COORDINATOR
DEPARTMENT:	FINANCE
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 14 - \$44.13/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm, 35 hours per week
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an opportunity for a **Full-Time Regular Procurement Coordinator** in the Finance Department. This is a UNION position with CUPE, Local 374. The ideal candidate has their SCMP accreditation and 3 or more years of directly related complex technical purchasing and procurement experience in a local government or public sector environment.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, the Procurement Coordinator is responsible for conducting the efficient and cost-effective purchase of goods and services for the city, including advising staff on the full range of procurement and related risk management activities, and performing related accounting and budgeting duties. This position is responsible for ensuring that the appropriate procurement process is followed, and that procurement complies with contract and bid law, policy, and legislation through the administration of City business practices. The Procurement Coordinator is responsible for contract management and plays a supporting role with asset management and grant administration. The work performed requires significant supply chain management knowledge, interprovincial treaty and international trade obligations, and skills and knowledge of local government accounting principles. The employee must exercise considerable independent judgement and initiative within a framework of established policies and procedures.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.





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POSITION REQUIREMENTS:

- Completion of Grade 12, or equivalent.
- Completion of the Purchasing Management Association of Canada Supply Chain Management Professional (SCMP) accreditation or a degree or diploma in a program related to Purchasing, Procurement and Supply Chain Management, or Business Administration
- Minimum of 3 years of complex technical purchasing experience including construction tendering, preferably in a local government setting.
- An equivalent combination of training and related experience in purchasing and procurement will be considered.

A complete job description is attached to this posting

Using the subject line **POSTING ID# COC20241106_PROC**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Manager of Finance, at careers@colwood.ca.

The posting closes and a review of applications will begin after 4:30pm on Friday, Nov 22, 2024.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

