

**A CAREER
EMBRACING**

WORK FAMILY



SENIOR PURCHASING OFFICER

As senior purchasing officer, you'll be responsible for committing WorkSafeBC to contractual commitments for the acquisition of goods and services. The senior purchasing officer ensures the integrity of the acquisition process; maximizes acquisition strategies, coordinates projects, monitors and maintains vendor performance, creates contractual documents, and conducts negotiations.

As a qualified candidate, you're able to:

- Respond to both external and internal clients in a high pressure, customer focused environment
- Work independently and as a team member under time constraints and conflicting work demands
- Stay current with trends and developments in major commodities and purchasing

You possess the following skills:

- Proficiency with MS Office (Outlook, Word, Excel, PowerPoint)
- Ability to provide work direction and act as a resource to co-workers and lead evaluation teams
- Ability to identify and thoroughly analyze complex purchases, problems, and opportunities and recommend an objective, timely solution in accordance with established policies and practices

In addition you will have:

- Certified Professional Purchaser (CPP) designation from the Purchasing Management Association of Canada, with six to nine years of related experience
- Experience in the construction industry would be an asset

- Working knowledge of purchasing principles, life cycle costing, reference surveys and legal issues as they relate to the purchase of goods and services
- Working knowledge of sales tax, customs procedures, duty and transportation options, and contract law and procedures

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take leave in one or more periods to a maximum of five years for the care and nurturing of your children.

More information on this position and how to apply is available at www.worksafebc.com/careers.

OPPORTUNITIES AT [worksafebc.com](http://www.worksafebc.com)

WORK SAFE BC

WORKING TO MAKE A DIFFERENCE