

Sourcing Lead

Finance Department



From coastal beaches to mountain forests, North Vancouver School District – “the natural place to learn” – provides world-class instruction and a rich diversity of engaging programs to inspire success for every student. Our 25 elementary and 7 secondary schools, 2600 staff and 16,000 students offer a safe and nurturing environment based on trust, respect, responsibility and collaboration. We are looking for enthusiastic and positive individuals to learn, share and grow with us in “the natural place to work.”

As Sourcing Lead at North Vancouver School District #44, you'll play a pivotal role in optimizing our district's supply chain. You'll oversee all aspects of procurement, from sourcing and negotiation to contract management and vendor relations. Your expertise will help us reduce costs, improve efficiency, and deliver exceptional value to our students and community.

Required Knowledge, Skills and Abilities:

- **Strategic Sourcing:** Develop and implement sourcing strategies that align with district goals, ensuring efficient allocation of educational resources and maximizing value.
- **Contract Management:** Oversee the entire contract lifecycle, from negotiations and drafting to monitoring performance and ensuring compliance.
- **Competitive Bidding:** Prepare, administer, and evaluate solicitation documents such as Tenders, RFPs, RFQs, and CCDC, often involved in complex or high-value projects.
- **Vendor Relationships:** Build and maintain strong relationships with suppliers, fostering collaboration and securing timely delivery of goods and services.
- **Process Improvement:** Identify opportunities to streamline purchasing processes, reduce costs, and enhance overall efficiency.
- **Procurement Operations:** Manage all aspects of the procurement process, including processing requisitions, clarifying requirements, evaluating quotations, negotiating terms, placing orders, and receiving goods.
- **Compliance Management:** Ensure adherence to all relevant regulations, policies, and procedures related to district purchasing.
- **Stakeholder Management:** Collaborate effectively with district staff, vendors, community partners, and peer organizations.



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- **Training & Support:** Guide district employees on purchasing **procedures**, provide training as needed, and assist in writing specifications and scopes of work.

Qualifications:

- Post-secondary education in Supply Chain Management or a related field.
- Professional designation or working towards (NISCL-CSCL, CSCMP, SCMP, MCIPS, or equivalent).
- Minimum of 5 years of relevant experience in procurement and sourcing.
- Strong negotiation and communication skills.
- Analytical and problem-solving abilities.
 - Experience with contract management systems and procurement software.
 - A commitment to building and maintaining positive relationships with internal and external stakeholders

*At the North Vancouver School District, our **values** guide what we do. We support diversity and inclusion in our workplaces and schools; we welcome and respect the diverse backgrounds, experiences and talents of all our employees and students. We **value** the opportunity to learn, share and grow on the traditional territory of the Coast Salish people, specifically the Skwxwú7mesh Nation and Tsleil-Waututh Nation.*

Applying to this posting is a two-step process:

1. Create your profile on Make A Future
2. Apply to this posting **by November 1, 2024**

** All applicants must be legally entitled to work in Canada without sponsorship.*

** All candidates are required to submit to a BC Ministry Criminal Record Check or a local Police Criminal Record Check as a condition of employment.*

Our employees receive salary and benefits commensurate with the responsibilities of this position. The salary range for this role starts between \$84,000- \$91,000. We regret that we can only acknowledge and contact those selected for an interview. Learn more about [North Vancouver School District 44](#) and the [career opportunities](#) currently available.

The North Vancouver School District is committed to creating a welcoming and inclusive work environment which embraces diversity and honours and respects everyone. We encourage applications from all qualified individuals and welcome you to contact us confidentially if you may require an accommodation in order to participate fully in our recruitment process.