

## **Richmond School District #38**

### **Assistant Manager, Purchasing**

Recognized for its diversity, dedication to inclusion, and strong partnerships with the community, the Richmond School District is among one of the largest districts in British Columbia with some of the highest graduation rates in the province. With a long history of providing high quality experiences for students, the Richmond School District strives to be “The Best Place to Learn and Lead.”

Richmond School District operates 38 elementary schools, 10 secondary schools, alternate programs, continuing education and a number of additional facilities. The district enrolls approximately 21,000 students (K-12) and employs over 3000 dedicated staff.

Reporting to the Assistant Secretary Treasurer, the Assistant Manager, Purchasing supports the management of procurement activities of the School District. Providing technical and analytical support to the Purchasing Department. This position will have functional responsibility for all purchasing activities in schools and departments of the District.

#### **Responsibilities:**

- Supervise and coordinates the work of staff in the Purchasing Department
- Ensure adherence to the School District’s purchasing policies, processes and practices
- Ensures that all legal and contractual obligations of the School District are met
- Ensures a customer service focus in the Purchasing Department
- Oversees the preparation of tenders and the acquisition of materials and services with suppliers, sub-contractors and professional service providers
- Supports projects/initiatives such as strategic sourcing, policy and process reviews, maintenance of vendor databases, cost analysis and reporting
- Serves as a liaison to district staff and vendors by providing guidance and information on district procurement policies and procedures
- Assists in developing commodity plans and competitive sourcing strategies to furnish required materials and service

- Assists in negotiation and contract management
- Drives continuous improvement in material and service costs by identifying, prioritizing and driving cost saving opportunities
- Liaises with warehouse staff to ensure all goods arrive in good condition
- Ensures all purchasing activities are tracked and resolve issues as required
- Researches, monitors and evaluates industry trends and suppliers including district spending trends, in order to recommend areas for potential savings
- Provides effective and efficient leadership of purchasing staff through training and development
- Prepares regular and ad hoc reports
- Performs other duties as assigned from time to time by the Assistant Secretary Treasurer

**The successful candidate will possess:**

- Completion of a recognized professional purchasing program (SCMA) or equivalent combination of education and experience
- In depth knowledge of modern procurement and supply chain principle and practices
- A minimum of 5 years of experience in progressive purchasing roles, including supervisory experience
- Detailed knowledge of Public Purchasing Practices including tendering and issuing of Request for Proposals
- Knowledge of relevant Trade Agreements such as NWPT
- Strong attention to detail and accuracy with demonstrated organizational and prioritization abilities
- Strong analytical, problem solving and technical skills and ability to exercise good and sound judgement
- Strong communication skills, both written and verbal
- Strong leadership abilities

## **What We Offer**

Competitive salary and total compensation package. Salary placement will be commensurate with education, experience and internal parity.

The total compensation package for excluded staff includes:

- Extended Health and Dental plan
- Contributions to a defined benefit pension plan
- Three weeks of vacation to start that increase with continued years of service, plus additional days off to use during Spring Break and throughout the year
- Professional development opportunities for job related courses which may also include reimbursement for workshops, membership and association fees
- A variety of health and wellness programs offered through our Foundations of A Healthy Workplace program
- Contact us to learn more about what we offer!

## **Work Schedule**

35 hours per week

## **Work Designation**

Onsite

## **How to Apply**

Qualified applicants are invited to apply online on Make a Future at <https://buff.ly/3F2aV0k>.