

Career Opportunity

Procurement & Contract Clerk

BASIS: FULL TIME, PERMANENT | CLOSING: MARCH 15, 2021 4:30 PM

Responsible for managing and maintaining a comprehensive City-wide contract and procurement program. The City of Castlegar is currently seeking an experienced Procurement & Contract Clerk to join our Finance Department team.

Key Responsibilities

Reporting to the Director of Finance, you will be a key member of the Finance team. Overseeing the City's procurement process from inception to completion; working closely with City staff and external vendors to ensure compliance with purchasing procedures and responsible for the centralized administration of the City's contracts, agreements and grants program.

- Oversees and provides the administrative and technical support for purchase orders, change notices, invitations to tender/request for proposals/quotations/information and other procurement processes.
- Oversees the City's overall contract administration program including the preparation, renewal and revision of contracts.

Qualifications

The successful candidate will have completed or working towards Supply Chain Management Professional (SCMP) or Certified Professional Public Buyer (CPPB), with related work experience preferably in a municipal setting. Knowledge of contract law and local government supply chain management practices are essential.

This is a CUPE 2262 position offering an attractive benefits package. Please visit our website at castlegar.ca for a full job description as well as additional background information on our community.

Qualified applicants are invited to submit their detailed resume via email by 4:30 p.m. on March 15, 2021 to hr@castlegar.ca with the subject line Procurement & Contract Clerk Position.

We wish to express our appreciation to all applicants for their interest and effort in applying for this position and advise that only candidates selected for an interview will be contacted.

About Castlegar

Live more at one-third the average housing price of metro Vancouver and two-thirds the B.C. average. Be an outdoors action hero in the West Kootenay wild, in British Columbia's interior, where the Columbia and Kootenay rivers meet and endless adventures are right in your backyard.

Work for a City going places – with an ambitious vision, a dynamic municipal government, and a track record of doing cool things – including Millennium Park & Ponds and Sculpturewalk,

Castlegar City Hall

Open Mon – Fri, 8:30 a.m. – 4:30 p.m.
250 365 7227 | castlegar.ca/careers

CASTLEGAR