



# Job Posting

Nelson, BC  
Regional District of Central Kootenay

## PURCHASING AGENT

### Full-Time, Benefited

The Regional District of Central Kootenay (RDCK) is inviting applications for the position of **Purchasing Agent**.

Reporting to the Chief Financial Officer (CFO), the Purchasing Agent is a pivotal figure in the Regional District's procurement framework, balancing a strategic process development role with hands-on operational duties. Working closely with the CFO and other management staff, the individual shares responsibility for the development, implementation, and ongoing refinement of procurement strategies, policies, and processes aligned with the values of the RDCK, including maximizing the efficiency and effectiveness of resource use. The role requires a proactive approach to identifying and capitalizing on procurement opportunities through analysis, the integration of innovative processes, and the fostering of close collaborative relationships across departments and external organizations to ensure these strategies and processes are effectively realized.

### REQUIRED QUALIFICATIONS AND EXPERIENCE

- A diploma in Business – Purchasing / Supply Chain Management and at least 5 years purchasing related experience, preferably in a local government environment;
- Supply Chain Management Professional (SCMP) designation, completed or substantially in progress, is preferred.
- An equivalent combination of education and experience will be considered.
- Professional certification as a Certified Professional Public Buyer (CPPB) is a definite asset.

The normal starting hourly rate for this position is \$46.06 with a range from \$44.06 to \$50.06 based on experience.

The full benefits package includes extended health and dental, short & long term disability coverage, life insurance plus 3 weeks paid vacation time to start and enrollment in the Municipal Pension Plan when eligible (as per MPP rules).

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong understanding of Supply Chain Management, current procurement trends, best practices, and relevant legislation.
- Proven capability in developing effective procurement strategies and applying change management practices.
- Exceptional negotiation skills and the ability to handle multiple priorities efficiently.
- Analytical and problem-solving skills, alongside effective communication and interpersonal abilities.
- Independent worker and team player, proficient in MS Teams, Word, Excel, and Outlook, with a solid working understanding of procurement software applications.
- Clean criminal record check and a valid BC driver's license required.
- A commitment to RDCK's core values of Health and Safety, Integrity, Accountability, and Respect.

This posting along with a detailed job description can be found on our website at [www.rdck.ca/jobs](http://www.rdck.ca/jobs). Applications will be accepted **until 9:00am, May 13, 2024**.

To apply please complete our online application which can be found here: [Employment Application](#).

*Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted.*

*This posting may be used to fill other similar positions within the RDCK over the next six months.*

### For more information:

humanresources@rdck.bc.ca | 250.352.1546  
or visit [rdck.ca/jobs](http://rdck.ca/jobs) to apply