

July 15, 2010

**Buyer – Purchasing & Contracting Services Department
Permanent Full-time**

The Vancouver Airport Authority has an opening for a permanent, full-time Buyer in the Purchasing & Contracting Services Department. Reporting to the Director, Purchasing & Contracting Services, the successful candidate will be responsible for the timely procurement of goods and services to meet customer order requirements while maintaining the best possible value for the organization.

Key responsibilities include:

- Preparing and issuing construction tender packages and contracts, professional service contracts and purchase orders based on specifications and drawings developed by external consultants, project engineers and project managers for capital projects and equipment
- Working with internal customers to establish criteria to pre-qualify suppliers and assist them to do business with the Airport Authority
- Seeking out sources of supply for services and equipment and obtain budget prices
- Ensuring the purchasing policy is adhered to and minimizing sole sources
- Working with the Legal and Engineering Departments to prepare contracts
- Tracking contract milestones and deliverables to ensure conditions are satisfied prior to payment
- Serving as the point of contact with contractors
- Working with project engineers and project managers to carry out value analyses in order to achieve best value
- Establishing and monitoring a supplier performance evaluation program
- Managing the surplus goods disposal program
- Developing and implementing improvements to the purchasing process

Key qualifications include:

- Completion of a two to three year technical or community college certificate or diploma in general business studies; university degree preferred
- Completion of Level III of PMAC's Professional Development Program or the equivalent; CPP designation preferred
- Five to seven years of diverse experience in the purchasing and contracting field; experience executing construction contracts in the multi million dollar range is preferred
- Background in the development of detailed contractual terms and conditions
- Proven track record in contract negotiations and administration
- Ability to assess the impact of decisions on other areas of the organization (e.g., Finance, Legal)
- Exceptional communication skills, both written and verbal, with both external and internal customers at all levels of the organization in order to:
 - Take the lead in facilitating site meetings with all proponents, project engineers and project managers during the tender/RFP process
 - Deal effectively with engineers and understand their technical plans and specifications; a strong technical background would be an asset
- Experience working in a fast-paced, multilevel, project based environment with an emphasis on project timelines and delivery
- Ability to handle stressful situations and cope with a heavy workload
- Strong interpersonal and negotiation skills
- Demonstrated computer skills, especially with MS Excel and Word
- Experience in project management, sourcing and establishing relationships for procurement purposes is preferred



This position is open to Vancouver Airport Authority employees and external candidates. Previous job performance will be taken into consideration for all internal candidates that apply for this position.

We are committed to employment equity and welcome applications from everyone, including women, aboriginal peoples, persons with disabilities and members of visible minorities.

Reference no.: 10-06

To apply, please visit www.yvr.ca > Careers > Current Opportunities and complete our online application form