



FULL TIME BUYER

Are you a dynamic, diverse, energetic, and fun individual? Do you possess advanced coordination skills, a passion for procurement with an eye for detail and accuracy? Are your communication, interpersonal, negotiation and organizational skills above average? If so, then you must also provide the expected exemplary customer service, be flexible, adapt well in an ever changing environment and work best in a team atmosphere.

If this best describes your natural strengths, then the City's Procurement Services is looking forward to reviewing your resume. This position is accountable for:

- Managing and coordinating the procurement process activities for the City of Airdrie that includes: RFP and bidding processes; implementation and maintenance of procurement policies and procedures; and working with business units and external suppliers to maintain integrity of procurement activities.
- Providing a procurement consultation service regarding best practices and approach by consulting with stakeholders on scope, cost, specifications, plans and schedules in relation to supply of goods and services.
- Policy and legislation interpretation to business units.
- Procurement function development that involves creation, finalization and acquisition of approvals in accordance with the City's procurement policies and procedures.
- Teaming up to develop internal procurement approaches, methods, policy and tools as well as developing relationships with vendors and suppliers to cultivate a competitive and responsive vendor community.

The ideal Buyer will have proven practical buying experience (preferably in a municipal environment) accompanied with a certificate from a recognized purchasing program or approved equivalent in education and/or experience. Candidates must be proficient in the use of Microsoft Word and Excel, possess the knowledge of the principles, practices, and procedures of procurement and be abreast of various Acts and Regulations governing the public purchasing function.

To be successful in this position, candidates will possess exceptional communication, interpersonal and relationship building skills; competent in negotiation, conflict resolution and influencing others; excellent organizational and multi-tasking abilities to meet strict deadlines; as well as accomplished presentation skills (both written and verbal) to a variety of stakeholders.

The City of Airdrie fosters a culture of accountability and values open dialogue, innovation and entrepreneurial spirit, collaborative relationships, continuous learning, vision-driven governance and leadership, and employee well-being. The successful applicant will be required to provide a current and acceptable criminal record check.

Salary Range: \$59,920 - \$74,900 per annum

Closing Date: June 11 at 4:30 pm

Interested candidates are invited to apply on line at: www.airdrie.ca