



BUYER I

COMPETITION: #2645-50175441

SECTION: Purchasing & Inventory Unit, Financial Services Section
LOCATION: 3585 Graveley Street, Vancouver
STATUS: Temporary full-time
DURATION: Approximately one year (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
HOURS OF WORK: Four-day compressed workweek - 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 21 - \$37.20 to \$43.78 per hour
COMPETITION END DATE: Thursday, May 7, 2026

Responsible for purchasing work in the procurement of a clearly defined range and variety of goods and services required for the VPD. This includes processing requisitions, preparing and issuing requests for quotation, evaluating bids, and placing orders; establishes and maintains liaison with a variety of internal and external contacts, and provides information to client departments on Departmental policies and practices.

ESSENTIAL DUTIES

- Processes purchase requisitions for a clearly defined range and variety of materials, supplies, services and/or equipment; checks completeness and accuracy of requisitions; locates sources of supply; assembles technical data; obtains price and availability information; evaluates bids and obtains clarification where required; awards bids and issues purchase orders and contracts
- Independently, or in conjunction with client departments, prepares and issues requests for quotation, including required specifications and evaluation criteria; evaluates alternatives based on various criteria such as conformance to specification, price, quality and availability
- Performs market research and obtains quotations
- Expedites receipt of goods and services as required
- Provides information and assistance to Departmental staff and suppliers on purchasing problems and requirements related to requisitions
- Provides assistance to senior staff on major procurement activities
- Maintains purchasing records and prepares statistical and informational summary reports
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Considerable knowledge of purchasing practices, procedures, policies, and regulations governing the work performed
- Working knowledge of the sources, types, quantities, and prices of goods, services, and commodities purchased
- Working knowledge of market conditions and price trends
- Working knowledge of the functions and requirements of the various departments served
- Ability to evaluate quality and price elements and determine suitability of goods, services, and commodities
- Ability to prepare request for quotation documents for a variety of products and services in accordance with specifications and evaluation criteria
- Ability to establish and maintain liaison with a variety of internal and external contacts and to resolve routine concerns
- Ability to provide assistance to senior staff on procurement matters
- Skill in the use of software used in the work



Preferred:

- Experience using computerized inventory or materials management systems
- Proficiency with spreadsheet and reporting software

EXPERIENCE

Required:

- Sound related experience in inventory, stores, or materials management

Preferred:

- Considerable experience in public sector procurement, or an equivalent combination of training and experience
- Considerable related procurement and contract management experience
- Experience in public sector procurement within the last five years
- Experience working in a policing environment or public safety sector
- Knowledge of law enforcement equipment
- Experience working with SAP database or other ERP system
- Experience in handling firearms and ordnance in a safe and secure manner

EDUCATION

Required:

- Grade 12 supplemented by two years of coursework in a recognized certification program or an equivalent combination of training and experience

Preferred:

- Coursework or certification in supply chain, procurement, or inventory management (e.g., SCMP, CPIM, CPP/CPB, CPSM, or equivalent)
- Training or certification in warehouse operations, logistics, or materials handling

OTHER REQUIREMENTS

- Valid B.C. driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years.

SELECTION PROCESS:

Short-listed candidates will be required to take a written test and need to achieve a minimum of 70% to move forward to the interview stage.

We thank all applicants for their interest, however, only those short-listed will be contacted.

This position falls under the jurisdiction of Teamsters Local 31.

Applicants should submit a cover letter and resume via email to vpd.civilian.jobs@vpd.ca by 4:30 p.m. on the closing date. **The competition number must be indicated in the subject line of the email.**