



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
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Posting No: SS2425 - 199

February 3, 2025

## Buyer School Board Office

Coast Mountains School District 82 gives thanks, and acknowledges with respect, that the lands on which we live, work, learn and play are the traditional territories of the Gitxsan, Haisla, Nisga'a and Tsimshian Peoples

<b>Closing Date:</b>	February 14, 2025 at 4:00 p.m.	<b>Hours:</b>	15 hours per week
<b>Wage:</b>	\$33.58 per hour (this is an interim rate of pay subject to JEMC review)	<b>Term:</b>	Continuing 12-Month
<b>Allowances:</b>	Not applicable	<b>Start Date:</b>	As soon as possible

### Summary

Reporting to the Secretary Treasurer or designate, the Buyer Facilitates strategic purchasing and procures a wide variety of goods, materials and services. Processes purchase requisitions, clarifies user requirements, prepares tenders, researches product/service specifications and obtains quotations. Ensures purchases are defensible, ethical and of optimal value.

### Typical Qualifications and Skills

- Grade 12.
- Supply Chain Management Diploma of the Purchasing Management Association of Canada (equivalent to 2 year post secondary education).
- Three years purchasing experience.

**Job Descriptions** may be viewed on our website at: [cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions](http://cmsd.bc.ca/support-staff-postings/support-staff-job-descriptions)

### THE BOARD SHALL CONSIDER APPLICANTS IN THE FOLLOWING ORDER:

1. Internal applicants with CUPE Local 2052 regular seniority
2. Casual and Temporary Internal applicants with CUPE Local 2052 secondary seniority
3. Casual Employees without seniority and outside applicants

### Applications must be made in writing to:

Human Resources

Email: [hr@cmsd.bc.ca](mailto:hr@cmsd.bc.ca)

All applicants must comply with the Criminal Records Review Act

This position is employed on dates that students attend regular classes. Employees who do not meet the required qualifications may only hold the position on a temporary basis in accordance with Article 10.03

*Learning Together, Realizing Success for All – Engage, Ignite, Empower*