



Alberni-Clayoquot Regional District

Procurement Coordinator Permanent Full-Time

Imagine working in a region renowned for world-class mountain biking trails, surfing, hiking and unparalleled recreational fishing. The Alberni Clayoquot Regional District (ACRD) encompasses the essence of “West Coast” living, spanning municipalities like Tofino, Ucluelet, the City of Port Alberni, four Treaty First Nation groups, and six electoral areas. United by the spirit of “we are all one,” we foster a culture of collaboration within the ACRD.

The ACRD is currently recruiting for a permanent full-time Procurement Coordinator. This position works under the direction of the Manager of Financial Services and is responsible for the management and maintenance of the ACRD’s procurement program and contract administration. This position will oversee the procurement process from inception to completion; working closely with ACRD staff and external vendors to ensure compliance with purchasing procedures and is responsible for the centralized administration of the ACRD’s contracts, leases, and agreements.

A copy of the job description and qualifications for this position can be viewed on the Regional District’s website at www.acrd.bc.ca/jobs

This is a CUPE Local 118 position. The rate of pay is \$47.51 per hour (2024 rates). Qualified applicants are invited to forward their resume by 4:30 pm on Friday, September 13, 2024 to:

Shane Koren, Manager of Financial Services
Alberni-Clayoquot Regional District
E-mail: recruitment@acrd.bc.ca

Please submit your application (cover letter and resume) as a pdf document.

We thank all applicants in advance for their interest, however; only those under consideration will be contacted.