

| Position Identification |                         |  |             |
|-------------------------|-------------------------|-------------------------------------------------------------------------------------|-------------|
| Position Title          | Procurement Coordinator |                                                                                     |             |
| Position Replaces       | n/a                     |                                                                                     |             |
| Position Level          | Employee                | Position Code                                                                       | 1184        |
| Pay Group               | Group 8                 | Revision Date                                                                       | Jul-23      |
| Supervisor Title        | Manager, Contracts      | Sup. Position Code                                                                  | 1528        |
| Additional Requirement  | CRC                     | N/A                                                                                 |             |
| Exclusion Rationale     | N/A                     | On-Site Requirement                                                                 | 1 day/ week |
| Division                | Finance                 |                                                                                     |             |

## Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**Our Mission:** Delivering transportation services you can rely on

## Department Summary

The Strategic Procurement team at BC Transit plays a critical role in supporting the corporation by leading and facilitating a wide range of complex procurement and contract management activities. This team works collaboratively with project managers, legal teams, and subject matter experts to conduct full-cycle competitive procurement processes and negotiate contracts that align with BC Transit's legal, regulatory, and policy obligations.

Leveraging their extensive knowledge of public procurement and contract law, the Strategic Procurement team provides essential support throughout the entire procurement process. This includes procurement planning, requirements definition, strategic guidance for solicitation development, contract negotiations, and ongoing supplier management. The team's mandate is to ensure compliance, secure the best value for BC Transit, and manage contracts effectively to support the corporation's goals.

## Job Overview

Reporting to the Manager, Contracts, the Procurement Coordinator is responsible for the exchange of Procurement and Contract information between the Strategic Procurement department and the organization. This confidential information relates to the various incoming

requests from the organization and particularly requests for purchase orders and relating contracts. The Procurement Coordinator will triage this information by organizing incoming work by priority level, so the highest priorities are handled first. This involves dealing with and understanding procurement and contract processes, policies and procedures, records management, governance, and various government trade agreements. The Procurement Coordinator must interact with business owners, vendors, internal stakeholders, local government partners and their corresponding operating companies. This position is a shared position, working alongside another Procurement Coordinator.

### Key Accountabilities and Expectations

| Key Accountability                       | Expectation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Purchase Orders</b>                   | <ul style="list-style-type: none"> <li>Manage Purchase Orders (PO) using JD Edwards as they relate to contracts, amendments, and change orders:               <ol style="list-style-type: none"> <li>Through review and analysis of PO requisitions, the Procurement Coordinator will look for completeness and accuracy, appropriate authorization, clarify requirements if needed with PO requestor.</li> <li>Confirmation that the contract and other supporting documents exist in our system and ensure the request meets procurement policies, guidelines, and thresholds.</li> <li>Provide guidance and training to requestors and approvers on how to create, resolve issues or approve PO requests.</li> <li>Work closely with Accounts Payable and Capital Planning for payments, additions, account code changes and general inquiries for resolution.</li> <li>Exercising formal signing authority through the Delegation of Purchase Order Approval Authority for single transactions up to \$100,000 and contracts/Purchase Orders up to \$100,000, and a pre-authorized credit card for purchases up to \$5,000, authorizing, through the Financial Signing Authority Matrix, up to \$ 5,000 per transaction for approved business units.</li> </ol> </li> </ul> |
| <b>Administration &amp; Coordination</b> | <ul style="list-style-type: none"> <li>Manage email inboxes for incoming and outgoing Information:               <ol style="list-style-type: none"> <li>Receive, review, analyze &amp; respond to emails, phone calls and follow-up on meetings.</li> <li>Receive and review procurement work requests (PWRs). Ensure complete &amp; accurate information provided, communicate PWRs with Strategic Procurement department managers.</li> <li>Receive and review Direct Award (DA) requests. Ensure complete &amp; accurate information provided, communicate DAs with Strategic Procurement department managers.</li> <li>Compile and maintain all procurement databases that are used for bid documents and contracts.</li> </ol> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|                                  | <ul style="list-style-type: none"> <li>e) Provide guidance to internal and external customers on how to apply procurement procedures and standards to specific situations.</li> <li>f) Support updating Strategic Procurement information on BC Transit intranet.</li> <li>g) Support with asset disposal.</li> <li>h) Respond to requests from internal &amp; external customers regarding audits.</li> <li>i) Inform and support Strategic Procurement team for Freedom of Information requests.</li> </ul> <ul style="list-style-type: none"> <li>• Supports procurement teams with competitive and non-competitive bid processes</li> <li>• Supports contracts team: <ul style="list-style-type: none"> <li>a) Issues notifications to BC Transit contract managers and contractors for contract extensions and expiring contracts.</li> <li>b) As and when required, coordinates contract signatures from BC Transit authorized signatories and contracting company using DocuSign.</li> <li>c) Communicate completed contract &amp; purchase order to internal and external customers.</li> <li>d) Collect and track insurance and other documents for expiration and renewal</li> </ul> </li> <li>• Manage the communication of contracts and other records with BC Transit Records Officers by following the Provincial guidelines for Records Management ensuring documents are properly stored and named: <ul style="list-style-type: none"> <li>a) Coordinate with Records Officers for storage and retrieval of expired contracts and other documentation.</li> </ul> </li> </ul> <p>Ensures contract repository is complete, and procurement document and contract retention are compliant with Provincial guidelines for records management.</p> |
| <b>Policies &amp; Procedures</b> | <ul style="list-style-type: none"> <li>• Contributes to the development and implementation of policies, procedures, standards, and systems to optimize program effectiveness and service delivery for all areas of accountability.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Additional Duties</b>         | <ul style="list-style-type: none"> <li>• Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

### Summary of Qualifications and Job Specific Competencies

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| <b>Education</b> | <ul style="list-style-type: none"> <li>• Post secondary diploma in a related field, including courses in word processing, spreadsheets, database management, supply chain or procurement</li> </ul> |
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|                                      | <ul style="list-style-type: none"> <li>• APICS, Supply Chain or Procurement certifications is an asset</li> </ul>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>• Three years related experience with recent progressive purchasing and/or contract experience</li> <li>• Knowledge of procurement/contract law.</li> <li>• Knowledge of competitive bid processes.</li> <li>• Knowledge and experience with creating purchase orders</li> <li>• Knowledge of public sector procurement practices is an asset</li> <li>• An equivalent combination of education and experience may be considered</li> </ul> |
| <b>Key job-specific competencies</b> | <ul style="list-style-type: none"> <li>• Demonstrated ability to analyze business, financial, technical, and legal issues and develop solutions</li> <li>• Excellent facilitation and stakeholder engagement skills</li> <li>• Excellent business acumen</li> <li>• Demonstrated written and verbal communication skills</li> <li>• Ability to multi-task in a fast-paced environment</li> </ul>                                                                                   |