



PROCUREMENT SPECIALIST (NOC- 12102)

Posted by Northland Properties corporation O/A NPC/Sandman Hotel Group

Posting Date : 21-Mar-2025

Closing Date : 17-Sep-2025

Location : Vancouver

Salary : \$74,880 annually Per Year

Job Requirements

- **Education:** Bachelor's degree
- **Language:** ENGLISH
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ3676958

Job Description:

TITLE : PROCUREMENT SPECIALIST (NOC 12102)

EMPLOYER : Northland Properties corporation O/A NPC/Sandman Hotel Group

procurement specialist

Verified

Posted on March 21, 2025 by NPC/Sandman Hotel Group

Job details

310 - 1755 West Broadway Vancouver, BC
V6J 4S5

On site

74,880 annually / 40 hours per Week

Permanent employment
Full time

Day, Evening, Morning

Starts as soon as possible

1 vacancy

Overview

Languages

English

Education

Bachelor's degree

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Responsibilities

Tasks

Purchase general and specialized equipment, materials or business services

Assess requirements of an establishment to develop specifications for equipment, materials and supplies to be purchased

Develop specifications for equipment, materials and supplies to be purchased

Negotiate offers from suppliers

Consult with suppliers

Review quotations

Determine contract terms and conditions

Award contracts to appropriate parties

Establish delivery schedules

Monitor progress of delivery schedules

Contact clients and suppliers to resolve problems

Plan, organize and oversee operational logistics of the organization

Develop extensive knowledge of construction material products, including production, distribution, and availability, as well as millwork, case goods, finishing materials, and furnishings.

Queries vendors/suppliers on lead times and pricing in preparation for completing purchase orders.

Ensure all purchase orders are placed and deliveries are verified.

Coordinate and manage logistics effectively to meet changing project schedules.

Follow up with vendors to address any discrepancies and resolves damage/loss issues with vendors, carriers and receiving locations.

Develop and implement strategic purchasing plans for current and future projects.

Maintain an up-to-date database of vendor contacts, compare suppliers, and identify new ones.

Conduct necessary background checks to grant vendors access to the company.

Ensure all purchased materials align with approved plans, specifications, drawings, and applicable building codes to maintain high-quality standards.

Perform general administrative and recordkeeping tasks, such as reviewing and distributing documentation, preparing correspondence and meeting minutes, and maintaining files, logs, drawings, specifications, submittals, and RFIs.

Meet service expectations and standards in all interactions with customers, vendors, and team members, fostering strong relationships with suppliers and vendors, both internal and external.

Demonstrate creativity, resourcefulness, proactivity, and innovation in work.

Streamline vendor distribution processes to construction sites.

Review vendor agreements and collaborate with other internal departments where possible to leverage synergies.

Identify and eliminate non-value-added processes and procedures.

Support creating procurement policies and procedures and take part in the creation of requirements for equipment, products, or other materials.

Support creating and maintaining a tracking system for material specifications and costs for construction material related to FF&E and other categories as needed.

Support brand development of projects with scope directly related to future construction projects.

Participate in strategic procurement initiatives, such as new product introductions and sourcing new strategic vendor partners.

Oversee training of new project buyers and support their growth and performance.

Support the growth and development of the company culture and professionally represent Northland Properties.

Additional information

Transportation/travel information

Public transportation is available

Personal suitability

Client focus

Efficient interpersonal skills

Excellent oral communication

Excellent written communication

Organized

Team player

Time management

Flexibility

Ability to multitask

Benefits

Benefits:

- Extended family Health care, including vision, dental, and Group Life Insurance
- Yearly bonus opportunities.

- Retirement Saving Plan (RRSP) after a year of employment.
- Employee discounts across the Northland-owned hotels and resorts.
- 25% discount at selected restaurants for up to 6 people
- HumanaCare free mental health support & counselling
- Contribute to a unique construction model focused on teamwork and cooperation
- Be a valued member of a team in an organization with unparalleled opportunities
- Collaborative, friendly working environment with a fun and inclusive culture

5 days of paid sick leave per year as per BC employment standards.

Employment groups



This employer promotes equal employment opportunities for all job applicants, including those self-identifying as a member of these groups:

Support for newcomers and refugees

- Provides diversity and cross-cultural trainings to create a welcoming work environment for newcomers and/or refugees

Support for youths

- Provides awareness training to employees to create a welcoming work environment for youth

Support for Indigenous people

- Provides cultural competency training and/or awareness training to all employees to create a welcoming work environment for Indigenous workers

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

How to apply

By email

pfernandes@northland.ca

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: pfernandes@northland.ca

Posted on Disabled job Portal