

Buyer Junior
Supreme Steel LP, Delta

Looking for an efficiency driven and cost conscious team player to join our Supply Chain team in the position of Junior Buyer. Reporting to the Director of Supply Chain Management, this position is responsible for ensuring that the purchasing contracts we commit to meet the standards of quality, delivery, cost, and warranty. Possessing a strong knowledge of facility purchasing for an industrial fabrication plant is vital to the success of the role. This position requires an individual that can plan and anticipate upcoming project, shop, and construction demands, and stay in front of challenging changes. Requirements: • A combination of a post-secondary education and professional training • Demonstrated knowledge of effective procurement standards and practices • Responsible for all aspects of maintenance, repair, and operations • First point of contact for facility and office based purchasing requests • Administer inventory levels for consumables, tools, shop supplies, and safety equipment • Strong service related focus, being able to influence results from an established core of vendor relationships • Strong organizational, attention to detail, communication and interpersonal skills • Experience and education in Lean Manufacturing preferred • Maintain computerized procurement records • Responsible for packing slips and purchase orders for discrepancies • Committed to continuous learning and development. Forward your cover letter and resume in confidence to Human Resources, quoting competition #190125SSV prior to February 8th, 2019. employment@supremegroup.com.

Job Posted: January 26, 2019

Communications Manager (Engineering), Reg. F/T
City of Vancouver

The Communication Manager is the primary contact for the client department in all matters of strategic communications activity, and is responsible for managing communications planning and execution on behalf of client departments. This role supports the concept of a "single point of contact" and as the key business partner for the client group provides communication consulting expertise and guidance to enable the overall success of the client group. Requirements: • Bachelor's degree in communications preferred • Minimum 7 years of experience in progressively senior communications roles • Minimum 3 years experience managing employees, project teams and contractors. Apply online by February 7, 2019, Requisition ID:12741, at jobs.vancouver.ca/job/Vancouver-Communications-Manager-%28Engineering%29-Brit/533028700/

Job Posted: January 26, 2019

Manager of Programs and Community Development

New Westminster Public Library, \$80,224 - \$95,955

The Manager of Community Development will be responsible for community partnerships and engagement, the library's communication and marketing strategy, and coordinating adult programs and public events. The successful candidate will be responsible for continual review and evolution of library programs and outreach activities, and for creating a cohesive strategy that constantly deepens the relationship between the library and the community it serves. This is an exempt position, reporting to the Deputy Chief Librarian. Requirements: • MLS or MLIS from an ALA accredited post-secondary institution/school • A minimum of 5 years of progressively more responsible positions in a public library setting, and at least 2 years in a leadership role • Ability to foster relationships with a diverse array of community stakeholders • Ability to create effective teams with professional and non-professional staff from across the library • Superior organizational skills and the ability to effectively manage multiple priorities • Excellent written communication skills and the ability to adapt written materials for a variety of media and audiences • Experience planning special events and programs • Enjoys the challenges of public speaking and presentations • Experience with a wide range of community engagement methods • Embraces current technology in all areas of responsibility and keeps abreast of new tools and trends • Experience or education in communication or marketing is desirable. Send your resume and cover letter quoting competition #19-16, by February 18, 2019 to the New Westminster Public Library. Applications will be accepted via e-mail only. Send a single PDF document to resumes@nwpl.ca www.newwestcity.ca

Job Posted: January 26, 2019

Purchaser & Inventory Support

Waste Control Services, Coquitlam

As a member of our Shop team and under the direction of the Fleet Coordinator and Shop Manager, the Purchaser-Driver and Inventory support position is primarily responsible for purchasing shop materials. In addition, they are responsible for inventory control and data entry. Assist in transporting trucks to body shops/outside service shops as required; Responsible for ensuring compliance with WHMIS and any other areas of Safety, as required. Job Requirements: • Advanced knowledge of Microsoft Office and Windows Operating system is an asset; • Minimum 1 year experience working in a parts ordering position in a fast paced automotive environment; • Exceptional written and verbal communication skills; • Advanced knowledge of Microsoft Office and Windows Operating system is an asset; • Ability to work in a diverse and evolving group dynamic; • Willingness to embrace the vision of WCS and model the values of being connected, a can-do attitude, being accountable, customer focused, safety aware and respectful of others and our workplace • Must have valid class 5 driver's license and suitable drivers abstract. Apply by Feb 08, 2019. Mail: 51 Glacier Street, Coquitlam, BC V3K 5Y6; Email: hr@wastecontrolservices.com

Job Posted: January 26, 2019