



**Dane-zaa Kaa'Gaa Tee**  
**LAND RESTORATION**

**Job Title: Procurement Officer**

Terms of Employment: Fulltime, Permanent

Location: Fort St John BC

**About Us**

Dane-zaa Kaa'Gaa Tee Land Restoration is a Blueberry First Nations indigenous environmental company designed to serve as the primary contractor for restoration projects within the nation. Dane-zaa Kaa'Gaa Tee will lay the foundation for restoration of the territory and healing the earth for next generations. Our focus is to protect and restore the ability for BRFN to exercise treaty rights and protect their culture and way of life while developing functional ecological and cultural restoration criteria, increasing career and work opportunities for the nation on multiple restoration projects within BRFN territory.

**Role Overview**

Reporting to the CEO, the Supply Chain Procurement Officer's primary responsibility is to manage the procurement process within the organization's supply chain. This involves sourcing contractor opportunities, purchasing, and acquiring goods, services, and materials that are essential for the organization's operations. This role is crucial in ensuring that the organization obtains the necessary resources at the right cost, quality, and scheduling to meet project deadlines.

**Key Responsibilities**

- Identifies potential suppliers and establishes relationships with vendors to ensure a stable supply of goods and services.
- Works with Senior Environmental Operations Manager in negotiating contracts
- Liaisons with suppliers, contractors, industry leaders and internal clients to ensure their needs are considered and managed; while ensuring all agreements are adhered to
- Develops and manages contracts with suppliers, including terms and conditions, delivery schedules, and quality standards.
- Responsible for the administrative process for acquisition of goods and services on behalf of the organization
- Works with the Senior Environmental Operations Manager in the development, management and direction of the competitive bid process, ensuring fairness and transparency.
- Assist internal staff and clients with specification development, statement of work, defining needs and understanding bid requirements as well as a clear understanding of legal issues, trade agreements and regulations relating to bid processes.
- Evaluates and compares supplier prices, negotiating favorable terms, and seeking cost-saving opportunities without compromising quality.
- Monitors supplier performance, addressing issues, and fostering positive relationships to guarantee the reliability of the supply chain.
- Identifies potential risks in the supply chain, such as supply disruptions, and developing strategies to mitigate these risks.



- Ensures that procurement activities comply with relevant laws, regulations, and organizational policies.
- Collaborates with inventory and warehouse teams to optimize inventory levels and avoid stockouts or excess inventory.
- Identifies opportunities for process improvement and implementing best practices to enhance efficiency and reduce costs.
- Applies policies and procedures to decision making within the areas of accountability which may require interpretation and the balancing between competing priorities.
- Escalates decision making when impacts are beyond the area of accountability or when decisions are precedent setting.
- Actively pursues continuous improvement opportunities that support service initiatives for the organization
- Participates in development, implementation and revision of policies and procedures as required

### **Qualifications**

- Comprehensive knowledge of procurement policies, procedures, competitive bid law, trade agreements
- Knowledge of contract law and understanding of legal language related to contracts and agreements.
- Strong understanding of the current marketplace to manage clientele requirements
- Strong oral and written communication and problem-solving skills.
- Strong organizational skills to coordinate resources, work activities and workflow.
- Strong computer and technical skills including use of internet, desktop applications (Word, Excel, Outlook)
- Strong interpersonal skills including handling difficult clientele and suppliers.
- Strong negotiation skills
- Good understanding of supply chain management principles
- Ability to build and maintain effective supplier partnerships
- Strong understanding of the cultural diversity within Blueberry River First Nations lands and Northeastern BC

### **Education**

- Minimum of 3-5 years diversified supply chain management experience
- Bachelor's degree Business Administration or Science - specializing Supply Chain Management
- Certification degree Supply Chain Management (SCM), or Certified Supply Chain Professional (CSCP), or Master's in Supply Chain Management (MSCM)

### **Working Conditions**

- This role will be an office based position however field visits to project sites will be required from time to time.



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### **Benefits**

- Extended Health and Dental Care Coverage
- Paid Vacation
- Relocation assistance
- Indigenous Candidates may be subject to tax exemption under the standards for TD1-IN legislation

### **Compensation**

- Salary Range: \$80,647 - \$100,808

If interested please submit cover letter and resume **by February 29<sup>th</sup>**, 2024 to:

Olivia Young  
HR and Administration Manager  
[oyoung@brr.ca](mailto:oyoung@brr.ca)