

BUYER

Division: 4 (Clerical)

Reports to: Assistant Secretary Treasurer

Job Summary

With minimal direction, the Buyer (Purchasing) is responsible for providing purchasing services to schools and departments by performing duties such as processing purchase orders from requisitions, meeting with end users to identify requirements, obtaining the appropriate authorization, determining sources of supply, determining sources of supply and training schools and departments to use computerized purchasing systems, and placing purchase orders on a computerized purchasing system. He/she must have knowledge and ability of producing, processing and analyzing tenders documents.

Duties and Responsibilities

- Represent the School District in, and manage procurement contracts
- Provide Purchasing service and assistance to schools and departments
- Answer inquiries on orders such as delivery and cost
- Research supply information, coordinate and manage acquisition, deployment, and disposal of products and equipment
- Determine acceptable substitutions and delivery as required
- Train other support staff in schools and departments to access online ordering systems
- Prepare and distribute tender documents, bids and quotations analyzes and evaluates responses and determines the most appropriate supplier for minor equipment, supply and service contracts. Makes recommendations on sources of supply and opportunities for cost-savings
- Streamline procurement activities to Provincial Corporate Supply Agreements
- Process and place purchase orders
- Tracks and monitors service Complete Credit Application and other Supplier forms
- Responsible for the administration of Purchase Cards
- Performs filing, typing, reconciliation activities, provides office support, and other related duties as required
- Establishes, maintains, and communicates effectively with internal and external contacts
- Maintains considerable knowledge and records of the types, quantities, sources, and prices of common supplies, services and equipment required by the District

Equipment Used

Computer, typewriter, facsimile machine, photocopier, telephone, paper cutter, calculator and other office related equipment.

Required Knowledge, Ability, Skills

- Post Secondary Education in a related field, with Level II Purchasing Management Association of Canada (PMAC) plus over one year, up to and including two years experience in a purchasing department, or a combination of over two years up to and including three years of experience in a purchasing department (Public Purchasing preferred);
- Knowledge of software applications such as Microsoft Word, Excel, Outlook, Power Point and other word processing or spreadsheet programs, as well as a computerized purchasing system.
- Knowledge of competitive bidding tools
- Knowledge of policies, regulations, and procedures governing the acquisition of supplies, services and equipment
- Demonstrated ability to use courtesy and tact in dealing with others.
- Demonstrate a high degree of motivation, professionalism, and ethical conduct.
- Demonstrated ability to plan and schedule work and organize and prioritize workload.
- Demonstrated ability to operate office equipment, including computers, photocopiers, calculators, etc.
- Demonstrated ability to work with a minimum of supervision.
- Demonstrated ability to communicate proficiently in both verbal and written English
- Demonstrated ability to perform individually and as part of a team