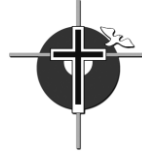


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**CATHOLIC DISTRICT SCHOOL BOARD  
OF EASTERN ONTARIO**



**CUPE #2694 - SL2018**

**position: BUYER- Permanent**

**location: Kemptville Board Office**

**hours of work: 35 hours per week**

**salary: \$25.25**

**effective: Immediately**

**Note:**

***Please refer to the attached job description for further information. Note, a two (2) week notice will be provided prior to termination of the assignment.***

**Minimum requirements:**

- Completion of either Purchasing Management Association of Canada (PMAC) Certificate, or Ontario Public Buyers Association (OPBA) Accreditation or the eligibility to complete/ or minimum of 3-5 years purchasing experience (preference will be given to those with experience in a School Board).
- Ontario Secondary School Graduation Diploma.
- Self-motivated, independent worker requiring minimal supervision with experience dealing with vendors.
- Work effectively independently as well as in a team environment.
- Make appropriate, realistic recommendations and decisions based on consideration of facts and alternatives.
- Strong, clear and articulate communication skills
- Direct activities towards timely completion of assigned tasks, adjust priorities as required; adapt to constant interruptions.
- Must be efficient in Microsoft Office or equivalent.

***Send application and curriculum vitae no later than  
December 12, 2018 by 4:30 pm to:***

**Barb Renaud**

**Coordinator of Employee Services**

**fax: (613) 258-3610**

**e-mail: [hr@cdsbeo.on.ca](mailto:hr@cdsbeo.on.ca)**

***CDSBEO IS COMMITTED TO PROVIDING AN INCLUSIVE, ACCESSIBLE AND BARRIER-FREE WORKPLACE.  
IF YOU WILL REQUIRE AN ACCOMMODATION DURING THE JOB SELECTION PROCESS,  
PLEASE LET US KNOW AND WE WILL WORK TO MEET YOUR NEEDS.***