

JOB DESCRIPTION

A. **JOB IDENTIFICATION**

TITLE:

BUYER

DEPARTMENT:

PURCHASING

IMMEDIATE SUPERVISOR:

**SUPERVISOR OF ACCOUNTING &
PURCHASING**

B. **JOB SUMMARY**

Facilitate the purchasing and contract support for the goods and services required by the Board. This will include selecting appropriate suppliers, ordering materials, equipment, and services as required in accordance with established purchasing policies and procedures, as well as scheduling, preparing and evaluating quotations and tenders.

C. **DUTIES AND RESPONSIBILITIES:**

- Investigate and analyze the best source of supply for goods and services to be purchased for the board.
- Negotiate with suppliers to obtain the “best price” for bulk orders.
- Process all requisitions in a timely manner and perform all standard receiving functions for the Board office.
- Responsible for ensuring all departments and schools are abiding by the Purchasing Policies and Guidelines.
- Review and evaluate current contracts based on performance, cost and availabilities of items and recommend alternatives. This will include meeting with vendors, analyzing data, and implementing changes in vendors.
- Ensures that price files and extension documents for existing vendors are on file (electronic and paper copies).
- Administrates the competitive procurement process. This will entail preparing tender documents in partnership with supervisor, uploading documents to tendering sites, and responding to tender inquiries and prepares bid summarizes and notifications.
- Responsible for maintaining the computerized purchasing system, including the commodity catalogue.
- Ensures that customs brokerage arrangements, duties, exchanges and all necessary documentation are in place for International orders.
- Trace, verify and expedite orders where necessary including pending, late and lost orders and credits. Responsible for ensuring resolution of issues.
- Train Board staff on purchasing software and provide ongoing support.
- Recommend improvements to purchasing and accounting systems and procedures.
- Perform other duties as required.

D. **QUALIFICATIONS:**

- 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.

Incumbent Signature

Supervisor Signature