

Posted on: January 23, 2024 at 1:00pm

CUPE#3976 – SL2024

Position: **Purchasing Buyer – Long Term Occasional**

Location: **Kemptville Board Office**

Hours of work: **35 hours/week**

Salary: **\$28.41/hour**

Effective: **Immediately – June 26, 2024**

Note

Please refer to the attached job description for further information.

Qualifications

- Ontario Secondary School Graduation Diploma.
- Two (2) years prior experience in a computerized purchasing environment.
- Computer literate
- Strong data entry skills required.
- Must be fluent in oral and written English.
- Must have proven skills in dealing with the business community

Send application and curriculum vitae no later than:

Tuesday, January 30, 2024 by 4:00pm

e-mail: hr@cdsbeo.on.ca

We thank all applicants in advance for their interest; however, only those candidates selected for an interview will be contacted.

The CDSBEO adheres to equitable hiring, employment and promotion practices and is committed to an inclusive workforce. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, people from gender diverse communities and/or people with intersectional identities, as well as others who may contribute to the further diversification of ideas.

The Catholic District School Board acknowledges that our schools are located on the unceded, traditional Algonquin territory of the Anishinaabe people as well as the land of the Mohawk territory of the Haudenosaunee/Rotinonhsho'n:ni people. We respect both the land and the people of this land including all Indigenous people who have walked in this place.

Pursuant to the Accessibility for Ontarians with Disabilities Act, (AODA), if applicants require accommodations at any time throughout the application process, please reach prior to the posting closing date so that appropriate arrangements can be made.

A. Job Identification:

Title: **Purchasing Buyer**

Department: **Finance**

Immediate Supervisor: **Purchasing Coordinator**

B. Job Summary:

Select appropriate suppliers and order materials, equipment, and services as required in accordance with established purchasing policies and procedures. Schedule, prepare and evaluate quotations and tenders. Co-ordinate major bulk buys for school materials and services. Perform the day-to-day requirements of the purchasing department. Responsible for maintaining the computerized purchasing system.

C. Duties and Responsibilities:

- Find the 'best overall' sources of supply for any requirements initiated by schools/board offices
- Process all purchase orders for materials and equipment including current pricing, delivery terms and tax application on a timely basis
- Assist off site purchasing in the Plant Maintenance and Information Technology departments
- Schedule, prepare and analyze quotations and assist the Supervisor of Purchasing in the scheduling, preparing and analyzing of tenders/RFP's for various items or commodities
- Establish/maintain company contacts to ensure we are up to date on current and new products
- Co-ordinate bulk or group purchases of major school supplies
- Investigate and resolve issues of damage and missing goods, etc.
- Trace, verify and expedite orders where necessary including pending, late and lost orders and credits
- Ensure Material Safety Data Sheets (MSDS) sheets are provided as required by Plant Maintenance
- Operate all standard office equipment plus be the first line of troubleshooting on photocopier machines
- Perform all standard receiving functions for the board office. e.g. verify, sign off and distribute
- Maintain the receiving dock in an orderly fashion and ensure internal courier system is functioning
- Maintain an asset list for schools and dispose of or relocate assets as required
- In co-operation with Accounting, review Open Purchase Order Report and maintain as required, particularly during the final quarter
- Maintain the computerized vendor file
- Maintain an up to date and orderly commodity catalogue for use at the 'site' level
- Participate in the objective-setting process for the Purchasing Section including the development of individual objectives
- Recommend improvements to purchasing systems and procedures.
- Ensure that all Purchasing policies and procedures are current and documented.
- Ensure compliance with all relevant policies and procedures.
- Ensure the existence of and the adherence to manual and computerized internal controls.
- Provide assistance to other Finance sections and/or Board areas as required.
- Perform other duties as required.

D. Qualifications:

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