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| <b>JOB TITLE</b>           | Buyer              |
| <b>DEPARTMENT</b>          | Purchasing         |
| <b>LOCATION</b>            | Division Office    |
| <b>REPORTS TO</b>          | Purchasing Manager |
| <b>STAFF SUPERVISED</b>    | n/a                |
| <b>PROBATIONARY PERIOD</b> | Three months       |

### POSITION SUMMARY

This position involves processing requisitions for supplies, materials and equipment for Division Schools and Departments. The Buyer issues purchase orders, performs analytical duties and deals directly with vendors and source and evaluate products as required.

### QUALIFICATIONS

#### Education

- Grade 12.
- “Principles of Buying” as offered by the Purchasing Management Association of Canada.

#### Experience

- One year purchasing experience.

#### Knowledge, Skills and Abilities

- Thorough knowledge of specialized groups of supplies, materials and equipment.
- Thorough knowledge of market conditions for supplies, materials and equipment under the Purchasing Clerk’s direct responsibility.
- Knowledge of school and department requirements in order to more effectively purchase supplies, materials and equipment.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions, spreadsheets and database applications.
- Excellent verbal and written communication skills.
- Ability to relate effectively with suppliers, sales representatives and division personnel.
- Ability to be tactful and firm in day-to-day operations.

### DUTIES AND RESPONSIBILITIES

- Sources new products as well as alternative vendors, and prepares an evaluation and recommendation for same.
- Edits and prepares Requisitions dealing with specific groups of suppliers, materials and equipment.

- Prepares tender calls for approval of Purchasing Manager and/or Chief Superintendent and/or Secretary-Treasurer.
- Develops and processes purchase orders from requisitions for non-tendered supplies, material and equipment, obtaining competitive prices through telephone, fax, mail, e-mail or direct contact with prospective vendors.
- Ensures approval of appropriate officer of the Division is obtained prior to processing any purchase order or Requisition which results in over expenditure of approved budget allocations.
- Arranges receipt and/or shipment of supplies, materials and equipment as appropriate.
- Expedites and/or confirms delivery and acceptance of supplies, materials and equipment including back-ordered items.
- Maintains manual inventory of supplies, materials and equipment as appropriate and as directed.
- Codes and records orders when applicable.

Performs other duties as assigned.

## **CONTACTS**

Division, Area and school personnel.  
Inside and outside sales representatives  
Suppliers

## **WORKING CONDITIONS**

General office conditions.  
This is a 12 month per year position.

## **PHYSICAL AND VISUAL REQUIREMENTS**

Physically capable of performing assigned tasks  
Ability to lift up to 25 kg boxes

## **EQUIPMENT USED**

General office equipment.  
Personal Computer and variety of software packages.  
Proprietary Purchasing and Accounting Software