

Buyer - SU-P-19-22

Requisition #	SU-P-19-22
Job Title	Buyer
Employee Group	Support Staff
Job Type	Temporary/Contract
If other, please specify	
Organizational Unit	Confederation College -> Purchasing
Location	Thunder Bay Campus - Thunder Bay, ON CA (Primary)
Position Reports to	Director, Finance

In keeping with our strategic plan commitment to fostering Access and Success, Community Prosperity and Institutional Excellence, we encourage applications from persons of Indigenous ancestry. In accordance with Confederation College's core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

Job Description

The Buyer creates/maintains standing/blanket orders and purchase orders, assists departments with requisitioning, ensuring compliance with policies and procedures, and provides assistance to the Purchasing Officer. Duties include but are not limited to:

- Creating purchase orders from requisitions authorized by department managers.
- Processing purchase orders from the unassigned requisitions list, with approval from the Purchasing Officer or Senior Director, Financial Services;
- Preparing modifications or cancellations of orders as requested by departments;
- Creating standing and blanket orders, maintaining related spreadsheets and documentation including change orders, additional line items, etc.;
- Assisting requisitioners and managers with entering and authorizing requisitions entered in the computerized purchasing software, answering queries and resolving problems related to requisitions and purchase orders;
- Entering and modifying on-line vendor records in computerized purchasing software;
- Maintaining approval and routing queues for routing computerized requisitions to appropriate approvers;
- Ordering office supplies for Finance department, organizing storage of records for retention;
- Advising Purchasing student workers of policies, procedures, how to perform tasks;
- Assisting Purchasing Officer with tender/proposal data entry, spreadsheets and receipt of submissions, and with posting of notices/documents on MERX/Bonfire/E-bids;
- Preparing month-end and year-end reports for Finance department;
- Performing the duties of the Purchasing Officer in their absence;
- Performing other related duties as assigned; and
- Working in compliance with the Occupational Health and Safety Act.

Job Requirements

- Two year diploma in a Business program or equivalent, and four or more courses from the Supply Chain Management Association of Ontario or the Ontario Public Buyers' Association;
- Minimum of three years' experience as a buyer, preferably in the public sector;
- Proficiency in the use of a computerized purchasing system, as well as MS Office and website editing software;
- Sound knowledge of purchasing practices, mathematics, accounting and general business procedures;
- Proven analytical skills and effective problem solving skills;
- Developed interpersonal, customer service, team and public relations skills;
- Experience in conducting transactions and interacting with outside vendors and agencies; and
- Proficiency in knowledge, research and application of correct sales taxes to purchase orders.

Salary Range	Payband F: \$26.57 to \$30.81
Shift Type	8:30am - 4:30pm
Other Shift Type (if applicable)	
Hours of Work	8:30am - 4:30pm
Contract Duration (if applicable)	Contract ends December 31, 2019
Category	Finance/Budget/Accounting
Application Deadline	8/19/2019

Please visit our website at www.confederationcollege.ca/hr to apply for this position.

