

**Job Description for Temporary, Casual, Part-Time positions**

<b>Job Title</b>	Assistant Buyer	<b>Payband</b>	E
<b>Job Code</b>	TBD	<b>Position Number</b>	TBD
<b>Job Summary</b>			
<p>Reporting to the Associate Director of Procurement Services, with the functional guidance of the College stakeholders. The incumbent provides procurement support to Academic Divisions, Facilities Maintenance, IT and Corporate departments.</p> <p>The incumbent liaises with College stakeholders and ensures compliance with purchasing policies and procedures, Broader Public Sector Procurement Directives (BPS) and all Government regulations and legislations.</p> <p>Responsibilities include entering requisitions, stage and source approved Purchase Orders, and track / close PO's after final payment into PeopleSoft (Finance). Follow up on acquisitions (delivery, customs receipt), verifying accuracy of invoicing, tracking expenditures within budget limits, reviewing departmental transaction logs. Prepare and collect quotations from suppliers as requested by stakeholders. Prepare return documentation (RGA) for incorrect shipments, damaged goods, or quality issues.</p>			
<b>Key Duties and Responsibilities</b>			
<p><b>In support of the College departments and / or programs assists with requisitioning goods and services and procurement requests from staff, faculty and/or technical support staff by:</b></p> <ol style="list-style-type: none"> <li>1. Providing costing recommendations and an action plan to procure a specific product or service;</li> <li>2. Entering requisitions into PeopleSoft and providing relevant back-up documentation to Financial Services;</li> <li>3. Working closely with suppliers and College staff to obtain and develop desired products while maintaining good relationships with suppliers</li> <li>4. Negotiating with vendors re-pricing, delivery, and terms and conditions.</li> <li>5. Obtaining order confirmations, calling vendors, purchasing order revision maintenance with approval, receiving &amp; tracking deliveries, investigating and resolving discrepancies in invoicing and material receipts with suppliers;</li> <li>6. Maintaining accurate records of requisitions, back-up documentation, and invoices;</li> <li>7. Verifying the accuracy of supplier invoices in consultation with the requestor;</li> <li>8. Coordinating the coding and processing of invoices;</li> <li>9. Coordinating reports of purchasing activities and costs;</li> <li>10. Ensuring deliveries and invoicing are within the fiscal year of acquisition;</li> <li>11. Following up on outstanding Purchase orders and invoices;</li> <li>12. Liaising with faculty and staff in the college and purchasing department to ensure acquisitions are in accordance with College policies and procedures and within budget limits.</li> <li>13. Acquiring quotes from suppliers / negotiations.</li> <li>14. Providing customs clearance approvals for goods being shipped from out of country.</li> </ol> <p><b>Sources on-line requisitions, and distributes purchase orders as required to suppliers on a timely basis and in accordance with the College's purchasing policy including:</b></p> <ul style="list-style-type: none"> <li>- Reviewing sourced purchase orders to ensure appropriate wording, adequate description of purchase, and correct taxes.</li> <li>- Maintaining purchase orders, including modifying, canceling, and closing in the financial system as required.</li> </ul>			

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- Trace shipments, follow up undelivered goods, and resolve problems and disputes.
- Liaise with Customs and Excise, Brokers, and Shippers to ensure proper entry into Canada

### **Assists Senior Buyer in the competitive procurement functions**

- Prepare and issue all Informal Request for Quotations (RFQ for College stakeholders)
- Under the guidance of the Senior Buyer prepare and develop RFx documents including posting, reviewing, awarding and prepare Contract documents for review by the Associate Director of Procurement.

### **Reviews SLC compliance with specialized funding rules (i.e. Apprenticeship Enhancement Fund, CERF), and produces accurate and relevant information to support requirements to report by:**

- Maintaining records of final purchase amounts for equipment/supplies;
- Ensuring purchases/requisitions are on the approved purchase list;
- Tracking acquisitions/invoices to ensure that they fall within the funding fiscal year;
- Assisting in preparation of reporting documentation.

### **Assists in the administration of the Purchasing Card program by:**

- Providing training to new program members on the online reconciliation process
- Coordinating the set-up and activation of all cardholders
- Serves as a trouble-shooter and contact for problems related to card use

### **Responds to internal/external inquiries re: purchasing by:**

- Acting as a resource person on a daily, on-going basis.
- Organizing and leading occasional information seminars and/or ad hoc sessions for College staff on all campuses to explain purchasing policies and procedures and the PeopleSoft system as it relates to Purchasing.
- Communicating College policies and procedures when required.

### **Other related duties as may be required, such as but not limited to:**

- Providing reports as requested;
- Making suggestions for process improvements
- Providing advice on purchasing policies
- Assisting in the preparation of annual open order requests;
- Tracking all capital and non-capital purchases and commitments by program;
- Providing requisition and approval training;
- Providing support to PeopleSoft users (troubleshooting);
- Creating documents, proof read and edit documents.

### **Qualifications**

- A) Education** – 1-year Certificate in Office Administration – Other Business Studies and / or Purchasing.
- B) Experience** – 2 years' experience supporting the requisitioning of goods and services, as well as procurement requests, within an organization, preferably in a public sector, to meet customer needs.
- C) Specific required skills** – Incumbent must be willing to obtain the Principals of Effective Public Purchasing from the Ontario Public Buyers Association

### **Working Conditions**

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General office environment. Occasional trips to other campuses and to Public Sector Buyer group meetings (80-90km one-way)

Date Revised: May 17, 2021