



JOB DESCRIPTION

JOB TITLE	Assistant, Purchasing Services
JOB BAND	C
DEPARTMENT	Organizational Support Services, Purchasing Services
SUPERVISOR	Supervisor, Purchasing Services

POSITION SUMMARY

The Assistant, Purchasing Services provides organizational support by completing purchasing functions with a high level of customer service, and procuring specific products or services.

DUTIES AND RESPONSIBILITIES

- Respond to inquiries on the department helpline and redirect as necessary.
- Assist employees to use the purchasing and electronic tendering systems.
- Complete procurement processes for specifically assigned commodities.
- Develop and maintain positive relationships with vendors and respond to inquiries.
- Complete tasks according to the Broader Public Sector Procurement Directives.
- Follow established procedures for processing purchase orders.
- Prepare and post bid documents and packages for distribution.
- Consolidate and organize returned bids.
- Coordinate merchandise returns, exchanges, and repairs and enter adjustments.
- Expedite outstanding purchase orders and deliveries.
- Update and maintain systems/databases.
- Prepare and distribute correspondence, reports and materials.
- Take and distribute minutes for staff and committee meetings.
- Record and distribute department attendance records.
- Maintain inventory of department office supplies.
- Open and process mail.
- Photocopy reports and documents and completed filing.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

One year of related work experience is required.