



2010 November

JOB DESCRIPTION

JOB TITLE	Expediter
JOB GROUP	E
DEPARTMENT	Organizational Support Services, Purchasing Services
SUPERVISOR	Supervisor, Purchasing Services

POSITION SUMMARY

The Expediter provides organizational support by ensuring the system receives delivery of goods and services in a timely manner, intervening to resolve problems, maintaining all receiving records and assuming the full scope of buying responsibilities for specific commodities.

DUTIES AND RESPONSIBILITIES

- Conduct expediting routines and process reports to ensure timely and problem-free receipt of order.
- Liaise with vendors to obtain information, explore delivery options to resolve delays and advise Buyers appropriately.
- Respond to inquiries regarding delivery of goods and services.
- Update the receiving record.
- Arrange return of damaged or cancelled materials.
- Initiate, develop and prepare tenders/request for proposals for evaluation, purchase, and delivery of goods and services
- Coordinate and lead committee meetings to analyze bid submissions.
- Create, prepare and award tenders and quotations.
- Develop and maintain contracts with vendors.
- Meet with vendors who fail to meet contract obligations in conjunction with other purchasing employees
- Prepare and analyze vendor performance reports.

EDUCATION

Completion of a one year post-secondary program in purchasing or business administration or equivalent.

EXPERIENCE

Two years of related work experience is required.