

Job Description

Job Title:	Procurement Buyer
Department:	Procurement & Contract Services
Reports To:	Director, Procurement & Contract Services
Jobs Reporting:	None
Salary Grade:	USG 7-9
Effective Date:	July 2019

Primary Purpose

Responsible for the procurement of materials, supplies, equipment, and services that meet the needs of the University campus community and comply with regulatory guidelines, University policies and procurement best practices.

Issue purchase orders and make P-Card transactions for the acquisition of goods and services using authority to bind the University as a signing authority under Procedure 1, and appropriate risk management considerations.

Key Accountabilities

Carry out responsibility to bind the University through procurement acquisitions

- Negotiate and execute orders (per Procedure 1) for the purchase of goods and services;
- Ensure relevant University policy requirements are met across a broad spectrum of University acquisitions (e.g. safety regulations/biohazards; insurance requirements; AODA compliance);
- Protect the university from academic, reputational and financial risk through the compliant acquisition of goods and services;
- Apply financial procedures as they relate to the acquisitions of goods and services (e.g. advance payments; P-Card use and reconciliation, capital asset purchases and disposals);
- Request and ensure basic insurance coverages are in place to protect capital assets (e.g. goods in transit) and supplier activities on campus (e.g. Commercial General Liability and WSIB);
- Facilitate changes to orders, resolution of deficiencies and disputes regarding acquisitions;
- Understand the appropriate retention of documentation that is required/may be released under Freedom of Information (FIPPA) requests.

Relationship building

- Build strategic relationships with uWaterloo employees, including faculty, suppliers and related stakeholders;
- Provide professional customer service when interacting with suppliers, employees/faculty and students;
- Assess individual/special needs, products and services for purchase;
- Monitor end user satisfaction regarding goods and services, and resolve any outstanding issues;
- Provide accurate, consistent and efficient workflow to best support requestors.

Manage portfolio of assigned commodities/services

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- Identify opportunities for projects/ initiatives for consolidation across campus;
- Source products and services in the marketplace;
- Negotiate and/or obtain quotes/proposals for goods and services;
- Monitor adherence to the terms and conditions of orders, and ensure that fulfillment requirements are satisfied;
- Initiate correspondence with requestors and suppliers to ensure effective performance monitoring of deliverables.

Problem solving and risk management

- Map out acquisition process to satisfy delivery date(s) or according to requirements and Policy 17;
- Ensure procurements are performed in a fair, consistent and transparent fashion;
- Identify conflict of interest situations for resolution;
- Debrief unsuccessful suppliers and provide relevant feedback;
- Investigate and remedy claims related to damages or deficiencies of goods or service delivery;
- Assist in resolving any billing discrepancies by coordinating payment issues with accounts payable;
- Conduct periodic audits to ensure supplier billing compliance.

Teamwork abilities

- Provide procurement advice to staff, faculty, and partners regarding best practices and procurement procedures;
- Persuade and guide requestors through the procurement process and all associated, relevant contact points along the way;
- Clearly communicate and advise requestors of the implications and obligations imposed by terms and conditions surrounding orders, and suggest/negotiate alternatives when concerns are raised;
- Explain acquisitions and contracting process to stakeholders, ensuring that all participants clearly understand the objectives and their obligations under Policy 17;
- Develop relationships with suppliers to enable effective communication and facilitation when questions or concerns arise;
- Model a highly ethical approach when engaging in University business opportunities.

Required Qualifications

Education

- Post-secondary education, with professional certification in a related field (e.g. CSCMP; CSCP), or an equivalent combination of education and experience;
- Knowledge of an financial procure-to-pay functions is preferred

Experience

- At least two (2) years of professional procurement experience
- Previous experience at a publicly funded agency, and/or an accounting background is preferred
- Demonstrated experience drafting Requests for Quotations (RFQ's), and terms and conditions.

Knowledge/Skills/Abilities

- Current knowledge of procurement and basic legal requirements regarding acquisitions, and technology and market sources;
- Basic knowledge of regulations and requirements as set out in the Provincial Broader Public Sector (BPS) Procurement Directive, and trade agreements at the federal level;
- Strong interpersonal skills in communication and negotiation;

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- Strong analytical, problem solving, evaluation and decision making, and mathematical aptitude;
- Proactive and creative with approaches, processes, and technology.

Nature and Scope

- **Contacts:** Interacts with various types of requestors, peers and superiors throughout the University community. Occasional involvement with faculty for research funded and larger acquisitions. Involvement with the supplier community to facilitate knowledge and opportunities for acquisitions and partnerships, as well as external partners and agencies.
- **Level of Responsibility:** Responsible for making acquisitions in a manner that protects the University from liability, and risk of service interruption. Meet expectations for quick turnaround for rush orders and perishable shipments. Ability to explain and convince processes to members of the campus community, and to employ due diligence when making acquisitions.
- **Decision-Making Authority:** Knowledge and confidence to make decisions in a time sensitive environment; responsibility for acquisitions using signing authority under Procedure 1 of up to \$50,000.
- **Physical and Sensory Demands:** Minimal exposure to disagreeable conditions in the physical environment, typical of a professional working within an office or institutional environment; occasional travel may be required. Project activities and deadlines are often driven by a fast-paced environment.
- **Working Environment:** Office based, with frequent visits to various work areas across campus, locally with partners (e.g. local cooperative purchasing group; supplier sites), and occasional travel; minimal work outside of the normal operating hours of the institution is to maintain appropriate coverage in the department.