

Job Description

Job Title:	Assistant Buyer
Department:	Procurement & Contract Services
Reports To:	Director, Procurement & Contract Services
Jobs Reporting:	None
Salary Grade:	USG 4
Effective Date:	July 2019

Primary Purpose

Process procurement requests for basic 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 as required

- Process and execute orders (per Procedure 1) for the purchase of goods and services;
- Ensure that basic University policy requirements are met across a spectrum of University acquisitions (e.g. electrical certifications; 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; travel policy);
- Verify and update basic insurance coverages in place for supplier activities on campus (e.g. Commercial General Liability and WSIB);
- Facilitate changes to orders, resolution of deficiencies and returns for credit regarding acquisitions;
- Understand the appropriate retention of documentation that is required by the department.

Customer service

- Provide professional customer service when interacting with suppliers, employees/faculty and students;
- Respond to end user inquiries regarding goods and services, and resolve any outstanding issues;
- Expedite orders to ensure timely delivery and close out of purchase orders;
- Provide assistance to internal employees with questions regarding the use of the financial system;
- Assist Accounts Payable with inquiries regarding supplier payment and purchase order close.

Administer assigned commodities/services

- Create and administer the internal procedure for group transportation (e.g. Airways Transit);
- Monitor and order office supplies and related consumables for the department;

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- Obtain basic supplier quotations for goods and services;
- Monitor adherence to the terms and conditions of orders, and ensure that fulfillment requirements are satisfied.

Problem solving

- Map out acquisition process to satisfy delivery date(s) or according to requirements and Policy 17;
- Ensure procurements are performed in a consistent and compliant fashion;
- Be cognizant of conflict of interest situations for escalation;
- 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 basic orders, and suggest/negotiate alternatives when concerns are raised;
- Explain acquisitions process to employees and suppliers, 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 is preferred, or, professional certification in a related field, and/or an equivalent combination of education and experience;
- Knowledge of an eProcurement and/or financial procure-to-pay functions is preferred

Experience

- At least two (2) years of administrative experience, with supply chain duties preferred
- Previous experience at a publicly funded agency, and/or an accounting background are preferred
- Demonstrated experience monitoring and reconciling business transactions is an asset.

Knowledge/Skills/Abilities

- Basic knowledge of administration and procurement awareness;
- Basic knowledge of best practices regarding financial compliance in the workplace;
- Ability to communicate and negotiate;
- Analytical, problem solving, evaluation and decision making, and mathematical aptitude;
- Proactive approaches, processes, and comfortable with 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 acquisitions. Involvement with the supplier community to facilitate knowledge concerning transactions and logistics, as occasionally with external stakeholders.
- **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. Ability to explain and convince processes to members of the campus community, and to employ due diligence when making basic acquisitions.
- **Decision-Making Authority:** Knowledge and confidence to make decisions in a time sensitive environment; responsibility for acquisitions using signing authority under Procedure 1.
- **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 trips across campus may be required. Activities and deadlines are often driven by a fast-paced environment.
- **Working Environment:** Office based, with occasional visits to various work areas across campus, minimal travel; minimal work outside of the normal operating hours of the institution.