

SCHOOL DISTRICT No. 22 (Vernon)
JOB DESCRIPTION

Position: Senior Purchasing Clerk
Job No: 273

POSITION SUMMARY: Under the supervision of the Assistant Secretary-Treasurer, the incumbent is responsible for completing purchasing work of a technical and clerical nature involving the procurement of a variety of materials and services for central stores and district sites. Duties include purchasing supplies, bulk orders, equipment and services, and preparing tenders, requests for quotations (RFQs) and requests for proposals (RFPs).

POSITION DUTIES AND RESPONSIBILITIES:

- Provide information and advice regarding district purchasing policies and procedures.
- Check incoming requisitions and ensure availability of funds as well as the price, supplier, budget code, etc.
- Prepare and issue purchase orders, requests for quotations, and requests for proposals.
- Initiate follow-up and expedite orders, negotiate claims resulting from damaged or defective merchandise received from suppliers and coordinate bulk orders.
- Research products, services and suppliers and negotiate with suppliers, maintain purchasing manuals and catalogs.
- Prepare tenders, develop quotation requests, select tenders, preside at tender openings, tabulate bids, and make or recommend awards. Notify bidders of tender results.
- Working with internal and external customers to ensure the district is getting quality service from its vendors.
- Communicate with staff and others and respond to inquiries and provide general information.

REQUIRED EDUCATION AND EXPERIENCE:

- Completion of Grade 12 plus two years (24 months) of relevant post-secondary coursework including relevant Supply Chain Management Professional courses, or equivalent, and basic accounting courses equivalent to Okanagan College BAC11 and BAC 12.
- Two years of previous experience in the purchasing field, including working knowledge of purchasing processes and procedures and legal requirements (contracts). Working knowledge of Provincial Sales Tax, the Goods and Services Tax and Duty Exemptions.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing, with employees, vendor representatives and others.
- Proven computer skills to accurately and efficiently utilize standard office equipment and communication technology, word processing, database management and spreadsheet programs.
- Ability to comply and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices in procurement.
- Ability to maintain confidentiality.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer, or designate:

Signature: _____

Date: April 20/21

Revised April 2021