



Provincial Job Description

TITLE:
(217) Purchasing Agent

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Tenders, awards and manages purchasing contracts for supplies, services and equipment for departments.

QUALIFICATIONS:

- ◆ Grade 12 plus
 - ◆ Supply Chain Canada – Supply Management Training

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Analytical skills
- ◆ Organizational skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by job.

EXPERIENCE:

- ◆ **Previous:** Twenty-four (24) months previous experience working in computerized purchasing/stores/distribution.

KEY ACTIVITIES:

A. Vendor Negotiation

- ◆ Solicits/researches service/equipment/vendors in conjunction with end-user.
- ◆ Solicits quotations and requests for proposal.
- ◆ Coordinates the evaluation of tenders and requests for proposal.
- ◆ Submits requests for tenders.
- ◆ Arranges for product/equipment demonstrations/evaluations.
- ◆ Negotiates and awards service/supply/capital equipment contracts.

B. Purchasing Support

- ◆ Completes department requisitions, checks for accuracy and verifies discrepancies.
- ◆ Coordinates and channels work to purchasing support staff (e.g., vendor research).
- ◆ Assists with the development/implementation of policies and procedures.
- ◆ Researches suppliers/distributors and products/product alternatives (e.g., catalogues, Internet, business contacts).
- ◆ Liaises with user departments regarding contracts/tenders.
- ◆ Provides technical explanation/advice on purchasing procedures and practices to user departments.
- ◆ Monitors compliance with purchasing agreements and authorization levels.
- ◆ Reconciles and follows-up on purchase orders/invoices/damaged items/credit items and late deliveries.
- ◆ Expedites backorders.
- ◆ Resolves issues regarding quantity, quality and price.
- ◆ Researches/monitors product usage, price fluctuations and vendor performance.
- ◆ Updates vendor/contract information.
- ◆ Conducts audits on vendor performance.
- ◆ Assists other departments with negotiating and administering service contracts.
- ◆ Provides follow-up on end-user satisfaction.
- ◆ Assists with the sale/disposal of used equipment.
- ◆ Negotiates solutions with vendors on warranty claims.

C. Related Key Work Activities

- ◆ Prepares statistical reports.
- ◆ Assists with Group Purchasing Agreements.
- ◆ Participates in inventory management (e.g., auditing, updating and reporting).
- ◆ Participates in the standardization review process.
- ◆ Provides occasional guidance to the primary function of others, including training.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 18, 2024