



# *Provincial Job Description*

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***TITLE:***  
**(217) Purchasing Agent**

***PAY BAND:***  
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***FOR FACILITY USE:***

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## ***SUMMARY OF DUTIES:***

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

## ***QUALIFICATIONS:***

- ◆ **Grade 12 plus**
- ◆ **Purchasing Management Association of 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**

## ***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.

### **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:***

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***SGEU:***

***SAHO:***

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***Date: September 10, 2015***