


Job Evaluation Rating Document

	<p>Job Title <u>Purchasing Agent Coordinator</u></p> <p>Date <u>Interim Rating - April 16, 2013</u></p> <p>Revised Date <u>February 11, 2015</u></p> <p>Revised Date <u>December 18, 2024</u></p>	<p>Code</p> <hr/> <p>481</p>
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<p>Decision Making</p> <p>Utilizes choice of action when negotiating and awarding supply contracts. Solicits, researches, arranges demonstrations/evaluation and negotiates equipment/supply purchases.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Education</p> <p>Grade 12. Supply Chain Canada - Supply Management Training (254 hours).</p>	<p>Degree</p> <hr/> <p>2.0</p>
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<p>Experience</p> <p>Thirty-six (36) months previous experience working as a Purchasing Agent in a computerized health care materials/inventory/stores setting. Eighteen (18) months on the job to become familiar with computer system, service contract agreements/negotiations, capital equipment purchases, health care products and department policies and procedures.</p>	<p>Degree</p> <hr/> <p>8.0</p>
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<p>Independent Judgement</p> <p>Resolves minor purchasing problems such as sourcing alternate supplies in emergencies. Conducts various purchasing activities within generally accepted practices. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with late deliveries and back orders. Exercises judgement within the limits of policy for vendor selection based on departmental needs.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Working Relationships</p> <p>Provides technical explanation/advice on purchasing procedures and practices to user departments. Has regular contact with the business community and other employees requiring tact and discretion when negotiating purchasing and supply agreements.</p>	<p>Degree</p> <hr/> <p>4.0</p>
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<p>Impact of Action</p> <p>Misjudgement in ordering may cause substantial delay in services and result in inadequate supplies. Improper completion or tracking of purchase orders leads to over-billing or surplus/shortages of supplies. Misjudgements in purchase specifications may increase costs due to contract amendments.</p>	<p>Degree</p> <p><u>3.0</u></p>
<p>Leadership and/or Supervision</p> <p>Provides regular direction to department office staff. Assigns work, controls costs and assists with various human resource functions.</p>	<p>Degree</p> <p><u>4.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort while operating computer and keyboarding.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, computer operation and communicating with end-users and vendors with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Exposure to occasional minor conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p><u>2.0</u></p>