



# *Provincial Job Description*

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***TITLE:***  
**(481) Purchasing Agent Coordinator**

***PAY BAND:***  
**15**

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***FOR FACILITY USE:***

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

Coordinate the activities of the Purchasing Agents/Clerks and ensures purchasing procedures are maintained. 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**
- ◆ **Intermediate keyboarding skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Analytical skills**
- ◆ **Ability to work independently**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Valid driver's license**

## ***EXPERIENCE:***

- ◆ **Previous: Thirty-six (36) months previous experience working as a Purchasing Agent in a computerized health care materials/inventory/stores setting.**

## ***KEY ACTIVITIES:***

### **A. Coordination / Supervision**

- ◆ **Coordinates and organizes department workflow; schedules staff.**
- ◆ **Provides departmental coordination/supervision.**
- ◆ **Provides orientation and training for staff.**
- ◆ **Provides input into performance appraisals and performance reviews.**
- ◆ **Assists with interviews and hiring of new staff.**
- ◆ **Maintains departmental employee and attendance files (e.g., sick and vacation balances, education tracking).**
- ◆ **Maintains and audits time sheets, makes corrections, forwards to payroll.**

### **B. 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.**

### **C. Purchasing Support**

- ◆ **Completes department requisitions, checks for accuracy, 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.**
- ◆ **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, vendor performance.**
- ◆ **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.**

**D. Related Key Work Activities**

- ◆ Prepares statistical reports.
- ◆ Assists with Provincial Group Purchasing Agreements.
- ◆ Participates in the standardization review process.

*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: February 11, 2015*