

POSITION: SENIOR BUYER

JOB POSTING #: 2014-0155

DEPARTMENT:	Purchasing & Risk Management	UNION:	543
POSTING TYPE:	Departmental	JOB CODE:	543077
POSTING STATUS:	Temporary Full-time	POSITION #:	00004117
# OF POSITIONS:	1	GRADE/CLASS:	0.16
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$29.23 to \$34.38 per hour
		HOURS PER WEEK:	40

DUTIES:

Reporting to the Purchasing Supervisor, purchases goods, services, and equipment and is responsible for the related clerical duties for administrative purposes, in accordance with the Purchasing By-law. Integrates purchases with other service areas when possible; prepares and maintains commercial and technical specifications for major purchases and volume items purchased on a regular basis, and selects method of procurement as required; issues requests for tenders, quotations or proposals; prepares bid summaries and evaluates and recommends for award; interviews sales representatives and suppliers to keep abreast with market conditions; negotiates with vendors as required; liaises with civic business units and government agencies; Will assist in establishing and maintaining the vendor management system; Administers the City of Windsor Purchasing Card program including cardholder training and educational sessions, and assists and updates authorized and approved users of the purchasing card, including updating policies and procedures and ancillary forms; Administers and maintains the contract management and performance measurement system. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Performs other duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary education from a community college or university in the field of Finance/Accounting, Business, Office, or Management or Ontario Ministry of Education equivalencies.
- Must have over (3) years of purchasing experience including obtaining quotes, dealing with vendors, writing and/or administering tenders.
- Must be proficient in the use of the Microsoft Suite of Products including Word, Excel and Scheduler.
- Must have or be working towards an accredited program leading to a designation in a Purchasing Program with the Purchasing Management Association of Canada (P.M.A.C.) or the Ontario Public Buyers Association (O.P.B.A.).
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's license is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.
- Must be capable of maintaining good relations with the public and other employees at all times.
- PeopleSoft functional experience would be considered an asset.
- Will be required to lift up to 55 lbs.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none"> • FROM MONDAY, JULY 7TH, 2014 at 12:00 PM to WEDNESDAY, JULY 9TH at 12:00 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none"> • Current employees of the Office of the City Solicitor. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none"> • Complete a resume, specifically noting the job posting number, your qualifications and experience as outlined above |
| Apply To: | <ul style="list-style-type: none"> • In person to Elaine Castellan, Purchasing Supervisor, 400 City Hall Square East, #403 or by e-mail to ecastellan@city.windsor.on.ca. |
| Updated: | <ul style="list-style-type: none"> • By Human Resources on June 16, 2014 |