

School District No. 43 (Coquitlam)

CLASS SPECIFICATION

BUYER I

SUMMARY:

The Buyer reports to the Manager of Purchasing/designate and performs a variety of duties relating to the procurement of equipment, supplies and services.

DUTIES:

Co-ordinates a computerized tendering system for the district; processes tenders by determining specifications, identifying vendors, setting closing dates, distributing tenders, and receiving/opening bids; analyses and evaluates a variety of bids and quotations; determines the most appropriate supplier and awards the order.

Creates and updates supply lists in conjunction with schools and district personnel; processes requisition forms received from individual schools and staff members; processes purchase orders.

Contacts suppliers to obtain information, to update and renegotiate service/repair contracts, to resolve problems with purchasing contracts or to expedite goods and service.

Assumes some of the responsibilities of the Senior Buyer in his/her absence, including signing authority up to a specified amount on individual purchase orders.

Liaises with district staff, schools, suppliers and the purchasing department.

Assigns and co-ordinates the work, and assists in the training of Purchasing Clerks & Casual Staff.

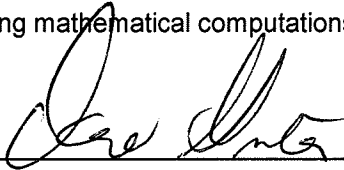
Operates office equipment, such as computer, calculator, duplicating equipment, etc.

REQUIRED KNOWLEDGE AND SKILLS:

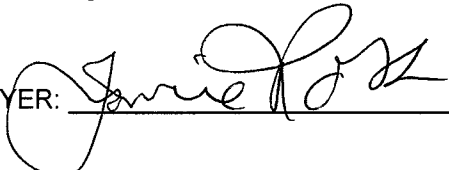
Grade 12 including courses in Business Education and related computer software supplemented by Level I Purchasing Management Association of Canada Program and/or equivalent training and experience

One (1) year experience as a Purchasing Clerk in a large scale purchasing operation

Speed and accuracy in making mathematical computations (195 k.s.p.m.) and keyboarding (40 w.p.m.)

RATIFIED BY UNION:  _____

DATE January 15, 2009

RATIFIED BY EMPLOYER:  _____

DATE Jan. 19, 2009