Class No.:	
Original Date:	April 2003
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Pay Group:	18

CLASS SPECIFICATION

PURCHASING ASSOCIATE

NATURE AND SCOPE OF WORK

This is administrative, clerical and reception work in support of the purchasing and corporate services function. The Purchasing Associate guarantees exceptional service to a wide range of clients across the University and facilitates communication between the University and distant business units. The Purchasing Associate is responsible for planning, implementing, and monitoring processes and services to ensure smooth operations.

An incumbent in this job is primarily responsible for demonstrating the corporate services processes to staff, processing purchasing requisitions, preparing purchase orders, obtaining price requests, placing orders, performing verifications and reconciliations, organizing electronic document tracking, and maintaining purchasing files. The incumbent is also a member of multiple cross-functional teams and works in collaboration with many University departments. They will work with a variety of goods and service providers both internal and external to ensure Corporate Services has the information it needs to move projects forward and achieve the Faculty and University's goals. Duties include compiling, preparing, and producing a wide variety of materials; records and file management; operational support; and identifying and communicating issues for managerial action.

This position receives guidance from the Senior Buyer and reports to the Manager, Procurement.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Receives, inputs, and tracks purchasing requisitions from user departments. Checks for accuracy, proper authorization, and completeness. General understanding of basic contractual and liability language. Clarifies requirements and forwards to the Purchasing Manager for delegation.

- Manages the flow/storage of documents and inquiries; screens, reviews and edits/proofreads correspondence, emails, telephone calls, voicemails, etc. following the department's document management systems.

- Sets up and maintains a variety of departmental records. Contributes and helps recommend improvements of procedural elements of departmental records both physical and electronic.

- Ensures project timelines are adhered to by tracking the progress of tasks and responsibilities of those involved within the requests, follows up when required and escalates issues as necessary. Uses excellent judgement and ability to prioritize to maintain project timelines.

- Liaises with other department employees, faculties, and program administrators to obtain information required to process any purchasing requests.

- Maintains in-depth knowledge of current on-site contracts, University projects, priorities, and objectives to better coordinate development timelines for Corporate Services.

- Under the direction of the Purchasing Manager, or according to standard procedure, prepares purchase orders for signature using the financial information system.

- Under the direction of the Purchasing Manager, or according to standard procedure, obtains price requests, or verifies price and availability with vendors. May select vendors for low value items as required.

- Under the direction of the Purchasing Manager, and after the tendering process, or according to standard procedure, places orders for supplies and equipment, including drawing down on continuous standing orders. May select shipping method and trace shipments. Perform other duties as assigned under the direction of the Purchasing Manager.

- Acts as the first point of contact and enforcer of policy and procedures for Corporate Services.

- Demonstrates purchasing process to all users. Provides support through all steps of the supply chain for end users.

- Provides preliminary clerical support and guidance for travel, vehicle and transportation booking, accommodations, field trips, office supplies, and ergonomic requests.

- Acts as the System Administrator for Shred IT and Staples online office supplies

- Acts as the System Administrator for P Card program of 150+ users; Responsible for ensuring accuracy of P Card applications, card profile changes; ensures approval is gathered for any changes, processes password resets, limit changes, troubleshooting fraud, troubleshoot login issues, card activation, PIN resets, updates all materials along with 'how to' videos, assists cardholders with the on-line reconciliation process, and is the main University contact with the bank.

- Maintains confidential databases; maintains reports for the programs managed.

- Reconciles electronic purchasing card statements to purchase requisitions. Processes product return/substitution documentation for p-card purchases.

- Initiates organizes and maintains the Fiscal Year CSO (Continuous Standing Order) contracts, their reports, their renewals, and insurance needs while adhering to all University policies, procedures and approvals required.

- With approval from a signing authority within a user department, arranges for the release of additional funds on Continuous Standing Orders.

- Coordinates Committee meetings, attends department and committee meetings, for the purpose of preparing agendas and taking minutes. In the absence of the Purchasing Manager, books appointments and meetings for the Purchasing Manager.

- Organizes, updates, and maintains computerized departmental records including databases, spreadsheets, forms, guides, and manuals. Updates the department website. Drafts, edits, updates, and formats the department intranet website for the entire Corporate Services team. This includes making necessary updates for the Bookstore, Corporate Travel, Support Services, Food and Beverage Services, Parking Services, Print Services, Purchasing & Contract Services, Risk Management and Shipping and Receiving teams.

- Tracks and ensure WorkSafe Clearance letters and Liability Insurance documents are up to date for all current Vendors.

- Sets up and maintains organized filing system for departmental records including document imaging; maintains equipment and supplies, contacting service vendors when necessary. This includes all electronic filing and tracking.

- Maintains the hard copy and computerized files for requisitions, purchasing orders, vendor information, supply and equipment catalogues, and correspondence.

- Electronically prepares purchase orders, ensuring accuracy and completeness of PO and related documents. Update changes in coding on purchase orders as required.

- Interacts with internal customers throughout the purchasing and selling process, including providing basic advice and guidance on procurement policies. Refers more complex questions to the senior purchasing department staff.

- Responds to information requests from employees, students and vendors. Independently provide high-quality support that anticipates the needs of the University. Ability to serve and direct users to correct departments as required based on their requests. Works with all departments and all levels of the University.

- Signs for receipt of goods in the absence of Shipping/Receiving staff.

- Operates a computer system for receiving, expediting goods and services ordered and follow-up including data entry and running period reports. Maintains filing systems and computer electronic system records.

- Follows up on overdue orders and discrepancies with the suppliers and purchasing staff. Returns goods as directed

- Prepares routine correspondence.

- Processes incoming and outgoing departmental mail.

- Will be required to help Support Services to produce photo identification cards for employees and students during peak times.

- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S., Earthquake)

- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of the principles of buying.

- Considerable knowledge of the Purchasing department's policies, procedures and practices.

- Considerable knowledge of word processing and spreadsheet applications.

- Considerable knowledge of business communication writing, business English, spelling, punctuation and arithmetic.

- Considerable knowledge of office procedures and equipment. Thorough knowledge of MS Office applications including Outlook, Word, Excel, and Teams.

- Ability to learn multiple University systems including Microsoft Dynamics GP.

- Working knowledge database applications.
- Ability to enter data accurately.
- Ability to follow oral and written instructions.
- Ability to maintain attention to detail with constant interruption.
- Ability to establish and maintain effective communication and working relationships with, and provide customer service to, a diverse group of other employees, students and the general public.
- Ability to handle difficult and demanding customers appropriately.
- Ability to maintain confidentiality and exercise tact, diplomacy, discretion, and sensitivity when dealing with other employees, students, community groups, and the general public.
- Ability to provide information to other University employees, students, and suppliers.
- Ability to apply exceptional organizational skills and basic project management principles to meet deadlines. Ability to adjust timelines to account for changing priorities and resources while meeting deadlines in a fast-paced environment.
- Ability to answer questions regarding the University, area policy and procedure.
- Advanced ability to understand the context of issues to exercise initiative and judgement regarding action required.
- Skill in keyboarding at 50 wpm.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years of post-secondary education in applied business technology, business administration or related purchasing courses.
- Three years of directly related job experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

- Valid B.C. Driver's Licence, Class V, with a clean driving record for the past three years. A clean driving record must be maintained.

- Supply Management Training Program – Completion of Introduction to Procurement and Operations courses, from the Supply Chain Management Association (SCMA) or other industry recognized courses.