



JOB DESCRIPTION

Salary Grade: 7 CUPE 1328

Job Title:
Senior Buyer

PRIMARY FUNCTION

The primary function of this job is to act as a Senior Buyer for the Board by using expertise to procure goods and services at the lowest cost, consistent with the Board's requirements regarding quality, delivery and reliability of the supplier.

MAIN RESPONSIBILITIES

1. Prepares various Product Catalogues and preprinted Requisitions by:
 - assigning quantities to items being tendered by referring to previous years Summary of Tendered Purchase Orders report and information obtained from school and administrative staff on program and material needs
 - deleting bidders that are no longer in business from vendor listing
 - preparing product specifications for tender documents by consulting with user groups and vendors, if required
 - recording all bids on summary spread sheets showing vendor name, product model number, unit price
 - phoning bidders for product samples and returning samples after tender has been awarded
 - arranging for an examination and evaluation of samples with end users by establishing an evaluation committee (as required), educating committee on how to evaluate product, initiating the process of determining selection criteria e.g. durable, quality, availability, support, price, safety standards etc.
 - summarizing comments from end users in an evaluation report to be used as back-up information if required

- recommending the most suitable vendor and reviewing form letter for supervisor's signature informing vendors of outcome
- submitting new information from tender results for revision to product and preprinted requisition catalogues and submitting catalogues for printing and mailing to user groups
- obtaining department approvals for changes to preprinted requisition catalogues regarding product line as a result of new technology and other information obtained at trade shows, seminars and workshops

2. Provides assistance to end users and resolves purchasing problems by:

- preparing and reviewing product and/or project specifications often of a complex and technical nature
- suggesting product needs and alternatives
- visiting vendors, attending trade shows and taking courses to develop and maintain knowledge of product line, as approved by supervisor
- responding to daily phone calls regarding purchasing procedures, completion of forms, purchasing policy, product information etc.
- processing rush purchase orders
- investigating user complaints such as product quality and quantity, late deliveries, and wrong items
- expediting late deliveries by phoning vendor and if necessary, finding alternate supplier
- arranging for repairs to various kinds of equipment as requested by schools, departments and field centres
- negotiating invoice discrepancies with vendor and approving small differences between purchase order and invoice amounts
- informing vendors on how to get on tender listing
- assisting system users to create purchase orders in SAP and Ministry funding model

3. Performs other Senior Buyer functions, such as:

- providing input on Materials Management department activities, planning, policies, procedures and strategies
- assisting departments with the reallocation of surplus equipment and materials to needy departments and also assisting with the removal of obsolete equipment/materials
- providing advice and basic information to Board staff on situations that may involve legal aspects of Purchasing e.g.: contract development, liability, cancellation, acceptance and rejection of goods, non CSA goods, unethical acquisition practices etc.
- writing Tender Reports recommending awarded vendor
- delegating work to clerical and secretarial staff

SKILL

- 3 year College Diploma in related field or equivalent
- 4 – 7 years related experience

EFFORT

- Complexity of the job is in the process involved in preparing the requisition catalogues planning and scheduling tenders; conducting fair and objective evaluation of vendors' products, identifying products most suited to users' needs, explaining tender results to vendors, and handling queries from school staff and principals regarding late deliveries, repairs and service; complexity in utilizing purchasing expertise to develop appropriate tender specifications; and
- Job requires visual concentration when referring to reports, preparing tender documents and evaluating results, completing and/or editing forms and frequent use of telephone in dealing with users and vendors; moderate visual concentration on computer spreadsheets and the SAP (50%) of the time

RESPONSIBILITY

- Independence of action in:
 - establishing work schedules and priorities
 - making suggestions to Board staff regarding product needs
 - arranging and conducting product evaluations
 - selecting most suitable product (within specifications) when evaluation committee members cannot be present
 - accountable for effective Tender administration i.e. resolution of disputes, service problems, violation of contract specifications
- Errors which may occur in this job include recommending incompetent vendors and unreliable or unsuitable products, and inflated prices being paid for products. Errors in the completion of forms would result in users receiving wrong items, and orders going to the wrong vendor. Deliveries would be late if deadlines are not met. Errors would result in the inefficient use of time and money, and possibly, interruptions in the delivery of educational services
- Contacts daily with cross-section of Board staff at school and administrative levels to provide assistance regarding purchasing procedures, application of SAP Finance system, product information, receive purchase orders and discuss product needs. Contacts with vendors daily to resolve problems, clarify and exchange information concerning purchase orders and product items. Contacts with other boards of education in joint ventures and consultants to exchange information

WORKING CONDITIONS

- Open concept office environment
- Pressure from working to deadlines, stress from knowing that products have to be delivered on time, frustration from work interruptions

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