



## **JOB DESCRIPTION**

Salary Grade: 4 CUPE 1328
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Job Title:  
Purchasing Clerk

### **PRIMARY FUNCTION**

The primary function of the is to provide clerical assistance to the department under the direction of the Senior Coordinator and Manager performing duties such as processing purchase orders; maintaining and updating data in SAP; assisting departments/schools with inquiries regarding the on-line financial/purchasing system (S.A.P.) and some or all of the listed main responsibilities.

### **MAIN RESPONSIBILITIES**

1. Assisting departments/schools to investigate and resolve procedural problems regarding the on-line purchasing system (S.A.P.) such as:
  - accessing various screens in S.A.P. to locate a purchase order to determine if it has been released
  - making adjustments to purchase orders where goods are sent to the wrong school/location
  - re-issuing purchase orders that have been sent to the wrong vendor and cancelled the original purchase orders
  - verifying the reason why purchase orders have not been received
  - informing Senior Buyers of items that have no supply source and in turn contact the caller with response
2. Edit and process purchase orders for non-catalogue items such as:
  - retrieving Web orders on the intranet via message log on S.A.P.
  - searching orders by requisition numbers

- inputting the requisition numbers in S.A.P. to pull up all requisitions assigned to the order
  - entering purchase requisitions by filling in appropriate vender, items, cost center, location and description, ensuring special instructions are recorded
  - informing the department/school of the Purchase Order number assigned
  - accessing S.A.P. to locate duplicate orders that have been created from the Web and deleting orders as well as the requisition numbers assigned so that monies are placed back into the budget
  - following up with vendor for the status of purchase orders and communicating back to the originator
  - resolving vendors' queries on item/price on purchase order
3. Process purchase orders for departments/schools (e.g. Library; Computer Services; Facilities; Transportation; ISA) where direct access to S.A.P. is restricted such as:
- creating purchase orders in S.A.P. for libraries on periodical subscription renewal and pre-selected book orders; Blanket Purchase Orders for Computer Services, Facilities and Transportation; specialized requirements for ISA, Bulk text book orders
  - interacting with the departments/schools regarding their queries and concerns, and directing them to the appropriate vendor(s)
  - ensuring prompt process of payment to the vendors by communicating with the vendors with any discrepancies and correcting the errors
4. Update S.A.P. master data for Material Masters/price changes and assist Administrative Assistant to update Vendor Master during peak periods.
5. Performing clerical duties such as:
- accessing the Administration External Transmission Screen in S.A.P. to determine the reason for Purchase Order fax failure, rectify and refax the order(s)
  - accessing the Fax Log to retrieve faxes and redirect them to the appropriate personnel
  - assisting the "receiver" to determine who have ordered the shipments arriving at the C.E.C. loading dock
  - filing purchase requisitions that have been processed and released
  - verifying and correcting price variances on purchase orders to unblock invoices or payment
6. Performing any other duties required or requested

**SKILL**

- Secondary School Diploma with additional courses equivalent to 1 year post secondary, or equivalent
- 6 – 12 months related experience

**EFFORT**

- Complexity of the job is in: prioritizing of daily workload; ensuring the accuracy in updating and maintaining real time on-line computerized files; developing familiarity with an evolving and changing new computerized system; assisting in identifying problems in S.A.P.
- Visual concentration is required when completing and editing forms on the computer; reviewing and retrieving information from on the computer. Keyboarding required when entering information into the computer (65% - 70%)

**RESPONSIBILITY**

- Job is responsible for resolving problems concerning purchase orders, responding to inquiries from departments and schools; processing requisitions by editing and correcting data; processing purchase orders for bulk and special orders, non-catalogue items; entering, repairing and confirming orders on-line; updating and maintaining real time on-line computerized files; exchanging information and assisting end users with matters relating to S.A.P. and purchasing matters
- Errors likely to occur in this job include inaccurate editing and late processing of purchase requisitions/orders. Incorrect entry of information into the on-line system (S.A.P.) could result in incorrect goods being ordered; late delivery of supplies and equipment; loss of time to correct error and locate the proper originator; goods delivered to wrong location; goods over-taxed; vendor over-taxed; late payment to vendor; purchase orders sent to wrong vendor; budgets over-encumbered etc.
- Contacts with schools and departments daily for clarification. Contact with external vendors

**WORKING CONDITIONS**

- Open concept office environment
- Work pressure and stress from: deadlines in updating computer files; dealing with frustrated end users in schools and departments; multi tasks – phones, processing requisitions and resolving problems