



JOB DESCRIPTION

Salary Grade: 2 CUPE 1328

Job Title:
Junior Clerk, Purchasing

PRIMARY FUNCTION

The primary purpose of this job is to respond to general telephone enquiries from vendors, schools and departments, to maintain accurate files within the Purchasing Department and operate as back-up on the Department switchboard.

MAIN RESPONSIBILITIES

1. Responds to general telephone enquiries from vendor, schools and departments by:
 - checking file for Purchase Order to explain delay in the delivery of ordered goods
 - transferring difficult queries to Manager
 - changing price of items as indicated by Vendor and referring large price changes to Senior Buyer or department Manager.
2. Maintains a record of purchase orders, requisition orders and pre-printed catalogue requisition orders (pre-prints) by:
 - filing one copy of the Purchase Order numerically and by location and mailing one copy to vendor and the other to the School/Department
 - removing staples from Requisition Orders, punching holes, clipping where required, and filing numerically by location
 - receiving pre-prints from Computer Services and filing in store room by location and in numerical order.
3. Acts as back-up on the department Switchboard by taking messages, answering and forwarding calls.

4. Maintains the Purchasing Departments filing cabinets and storage area by:
 - filing Purchasing Orders, Requisitions and Pre-Print Catalogues by location and numerical order
 - filing forms in store room
5. Types labels for mailing and purchase orders when required.
6. Performs other duties as assigned.

SKILL

- High School Diploma or equivalent
- 6 - 12 months related experience

EFFORT

- Complexity of job is in maintaining the various records in their distinct manger, i.e. location, number and numerical order.
- Physical effort required in the daily handling of bundles of files (approximately 5 lbs.). Concentration required when filing forms properly and when answering calls switchboard.

RESPONSIBILITY

- Independence of action in setting up own schedule to ensure that daily work is completed.
- Filing errors would result in loss of time to others.
- Frequent telephone contact with schools, vendors and other departments for exchange of information.

WORKING CONDITIONS

- Volume of work is high with job having little control of daily work load.
- Stress from frequent telephone interruptions (approximately 50 per day).
- Open concept office environment.