

OPSEU JOB DESCRIPTION



Job Title:	Purchasing Officer
Job Number:	SO-191
Band:	OPSEU-9
Department:	Financial Services
Supervisor Title:	Manager, Purchasing Services
Status:	Full-time (35 hours per week), Regular
Location:	Peterborough
Salary Range:	\$69,645 - \$82,225 per annum i.e. \$2,678.65 - \$3,162.50 bi-weekly
Start Date:	As soon as possible

To Apply: Those interested in applying are asked to submit a cover letter, resume and application form (if applicable), by email to jobs@trentu.ca (Microsoft Word or Adobe PDF) no later than the closing date at 4:00 p.m. Please note your full name and the job title in the subject line of your email (i.e. First and Last Name – Job Title). Applications from external candidates will be considered only when accompanied by [a completed Employment Application Form](#).

Trent University is actively committed to creating a diverse and inclusive campus community and encourages applications from all qualified candidates. Trent University offers accommodation for applicants with disabilities in its recruitment processes. If you require accommodation during the recruitment process or require an accessible version of a document/publication, please contact Human Resources.

JOB PURPOSE:

Under the direction of the Manager, Purchasing Services, acts as a Purchasing Officer for the University in accordance with Ontario's Broader Public Sector Procurement Directive and other relevant purchasing legislation, Trent Purchasing Policy, University regulations and procedures, and taxation and excise regulations. The primary purpose of this job is to research and prepare data in support of the best price, delivery, and quality of goods and services for the University's use. In addition, the Purchasing Officer will provide decision-making support to faculty and staff by reviewing and recommending new sources and through the ongoing evaluation of current suppliers. The Purchasing Officer is responsible for: sourcing and completion of purchase contracts for various commodities; supplier management including expediting, negotiating, and problem solving; maintaining commodity files and contract files;

coordinating University customs activities through Trent's Customs Broker; day-to-day management of the Corporate Purchase Card program; providing assistance and guidance to faculty and staff in all aspects of procurement; answering inquiries and providing direction to suppliers; and special assignments as directed by the Manager, Purchasing Services.

KEY ACTIVITIES:

Procurement Sourcing

- Reviews purchase requisitions on commodities (including goods; services; capital equipment; purchase, rental, lease, and maintenance of vehicles; facilities maintenance, repairs, and utilities; telecommunications; software and hardware; and research projects), and assembles information on specifications, usage patterns, licensing requirements, risk management, and market availability. Using purchasing experience and sound judgment determines the appropriate acquisition process to ensure that the University is receiving the best combination of price, quality, service, and delivery. These procurement sourcing options include via open or invitational competitive process, from a Government or collaborative standing offer, through single source negotiation, or through extension to an existing contract.
- In collaboration with academic, research, ancillary and administrative departments, prepares Request for Quotation, Request for Proposals, or other tender documents, as appropriate for competitive procurements.
- Evaluates competitive bids, negotiates, and prepares agreements with suppliers, debriefs vendors on evaluation decisions, determines the proper Goods and Services and Provincial Tax status on purchases, and signs purchase contracts within appropriate signing delegation.
- Analyzes current procurement activities for recommendations on improving purchasing methods through market trending, value analysis, discount options, standardization, and cooperative and GPO purchasing opportunities.

Purchasing Activities

- Maintains positive working relationships with suppliers, and with academic, research, ancillary and administrative departments to ensure goods and services meet the University's needs.
- Authorized to purchase goods and services valued up to \$50,000.00 (freight and taxes extra). Reviews and approves invoice variances up to \$10,000.00. Provides purchase analysis and source recommendations for the Manager, Purchasing Services' approval on orders for delegated commodities in excess of \$50,000.
- Assists faculty and staff in the preparation of purchase requisitions by obtaining product information, quotations, and alternate sources. Advises and recommends sources of supply to University staff and faculty based on experience.
- In the absence of the Manager of Purchasing Services assume temporary authority to approve purchases up to \$100,000. Prepares purchase recommendations for

review by the Associate Vice President, Finance for all purchases in excess of \$100,000.

- Maintains on-line ordering systems for supplies contracts (e.g., Fisher Fast, Staples, etc.).
- Reviews the open order report at regular intervals and takes the appropriate action to expedite the timely receipt of goods.
- On various commodities negotiates with the supplier for the return of incorrect, unacceptable goods, or damaged goods. Arranges to have Facilities personnel remove the goods from University property and place with the appropriate carrier.
- Assists Shipping and Receiving regarding shipment /transportation related discrepancies and variances.

Purchase Card Coordinator

- Administers purchase card (PCard) system, including: maintaining reporting hierarchy; onboarding new Visa card requests and assisting cardholders with system access and initial training; updating cardholder access to suite of departmental accounts and object codes; processing card suspensions and cancellations; and maintaining documentation supporting charging privileges for each card (i.e., card applications, card cancellations, merchant restrictions, GL charging privileges, suspension history).
- Prepares reports including monthly transaction data and ad hoc reports (e.g., payments to specific vendors, unallocated VISA charges, etc.). Verifies accuracy of data, reconciles monthly Visa statements, adjusts data as necessary, and uploads data to Finance system.

Other

- Provides training and daily guidance to temporary purchasing staff as required.
- Acts as back up to the Purchasing Officers, as necessary.
- In the absence of the Manager of Purchasing Services, represents the University at various local and provincial levels including the Ontario University Purchasing Management Association, the Kawartha Co-operative Purchasing Association, the Purchasing Management Association of Canada, and university level cooperative purchase groups. Represents the Purchasing Office on University business as requested by the Manager, Purchasing Services.

EDUCATION REQUIRED:

- Three-year University Degree in a business-related discipline.
- Enrolment in SCMA's Certified Supply Chain Management Professional (CSCMP) designation program and completion of 5 Supply Chain Management Modules and 4 interactive workshops, or other applicable programs.

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Minimum of five years of purchasing experience in a computerized environment - Public Sector and MRO experience preferred.

- Strong working knowledge of Ontario's Procurement Directive, trade agreements, contract terms and conditions, Harmonized Sales Tax, customs processes, and buying techniques (e.g. ABC Analysis, Quantity Discount Analysis, Systems Contracting, etc.).
- Demonstrated ability to work independently as well as function as a team player.
- Possession of a high level of individual initiative and demonstrated ability in flexible problem solving.
- Ability to assume full responsibility for delegated work and willingness to be held accountable for decisions taken.
- Working knowledge of University faculty, staff, account responsibility, department structure and Finance/Purchasing policies and procedures. Must be able to utilize this information to work with faculty and staff, ensuring adherence to Finance/Purchasing policy and procedures.
- Working knowledge of Trent's supplier network and various markets pertinent to the needs of an educational institution.
- Thorough knowledge of Ellucian Colleague Purchasing and Accounts Payable Modules.
- Good personal computer skills including Word and Excel.
- Effective negotiating and communication skills.
- Demonstrated commitment to customer service and building relationships.
- Exceptional time management and organizational skills.

SUPERVISION:

- No formal supervision of others is required.

Job Evaluation Factors:

Managers are requested to fill out the section below for job evaluation purposes.

Analytical Reasoning

Ability to analyze bidder submissions and award appropriate scoring to support the final purchase decision, and appropriately conduct vendor negotiations and debriefings.

Ability to reconcile Purchase Card program downloaded files to the monthly corporate statement, i.e. recognize corrupted, inaccurate or incomplete data and correct before upload to the Finance system.

Decision Making

Ability to determine the appropriate procurement process based on the needs of the end user and the legislative and University policies and procedures.

In preparing an RFX, must be able to recognize and prioritize key requirements, establish appropriate criteria to measure the bidder's ability to fulfill those requirements, and establish a schedule for bid submission, evaluation and award that meets the needs of the end user.

Impact

Inappropriate handling of the procurement processes and contract awards can lead to disgruntled suppliers or faculty and staff, damage to the University's reputation, delays in receiving required goods or services, and escalation of issues to Manager, Purchasing Services and AVP, Finance for resolution.

On an annual basis, significant transactions are processed using the PCard. Failure to detect a consistent error prior to uploading these small dollar transactions to the Finance system could affect account holders across the University and impact monthly financial reporting.

Responsibility for the Work of Others

N/A

Communication

Internal:

- Staff and faculty, provide support and advice regarding procurement options, processes and procurement legislation*
- Staff and faculty, explain and interpret contract clauses, University procedures and policies*
- Staff and faculty, negotiating of supplier contracts*
- Staff and faculty, provide information and advice regarding supplies ordered*
- IT staff regarding the monthly upload of PCard transaction files to the Finance system*
- Accounts Payable staff regarding PCard processes e.g. process violations, data errors.*

External:

- Suppliers, ordering, expediting product information*
- Suppliers, discussing and clarification of contract clauses*
- Suppliers, handling of procurement processes*
- Suppliers, negotiating of supplier contracts*
- Buyers in other Public Institutions, discussing supplier information*
- US Bank Client Relationship Representative in regard to PCard program*
- Ontario Education Collaborative Marketplace regarding commodities that fall under OEMC contracts*

Motor/ Sensory Skills

- *Fine Motor Skills/Dexterity - Data entry input, operation of calculator*
- *Hearing, reasoning skills - Reasoning and listening skills required to reply to inquiries over the telephone and in person*
- *Visual, sensory distinction - Required to read purchase requisitions, ensuring correct products are ordered*

Effort

Mental:

- *Sustained concentration - Required when problem solving over the telephone or in person*
- *Focus and sensory effort - Required to interpret purchase orders, requisitions and detailed contracts; constant interruptions increase effort required*

Physical:

- *Sitting - Keyboarding and handling of paperwork while at workstation*
- *Bending and reaching - Retrieving files from file cabinets or book shelves*
- *Walking, standing, lifting, carrying - Physical effort required when moving office supplies within the Finance Dept. i.e. boxes of printer paper and files for archiving*

Working Conditions

Physical:

- *Constant repetitive motion - Data entry for lengthy periods of time can cause back strain and eye strain*

Psychological:

- *Dealing with angry, confrontational people - Required to respond to irritated suppliers re: late payment of their invoices*
- *Complaints/criticism - Responding to staff complaints re: short shipments, delayed shipments and incorrect products*
- *Deadlines/time pressures - Pressure of meeting deadlines i.e. closing of month-end and year-end*