

Administrative Assistant - Purchasing

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OVERVIEW

Reporting to the Associate Secretary Treasurer, the Administrative Assistant Purchasing provides administrative services supporting the acquisition of goods and services and the tracking of expenditures related to the use of purchasing cards across the District. The position also manages the Department's administrative services including coordinating office procedures, records management and monitoring accounts. The position operates in an environment of high volumes of work with constant interruptions and changing priorities.

POSITION DESCRIPTION ADMINISTRATIVE ASSISTANT - PURCHASING

AAP-1

Administers the corporate credit card system by confirming permissions and amounts, orienting new card holders, training new site coordinators, updating authorizations of credit limits, assigning default general ledger accounts for each card; and auditing usage to ensure cards are not improperly or fraudulently used.

AAP-2

Provides records management services for contracts and purchase orders which includes the preparation and tracking of confidential and technical information to maintain accurate and current data

AAP-3

Coordinates administrative services for the department including implementing and updating established administrative policies, procedures and services

AAP-4

Responds to inquiries from District staff, suppliers, freight companies and the public; and acts as a resource or contact person for the department

AAP-5

Administers and monitors department budget allocations; coordinates purchases, and reviews monthly financial transactions posted to the accounts

AAP-6

Researches, extracts and collates information for preparation of memoranda, reports and other documents for internal and external distribution

AAP-7

Coordinates mail room services by updating mailing lists, and ensuring incoming and outgoing mail is handled by department staff; opens, screens and distributes incoming mail for the department,

AAP-8

Composes correspondence, memoranda, reports, forms and email as required and edit and format draft documents as requested by department staff

AAP-9

Inputs information from a variety of source documents utilizing various computer programs

AAP-10

Assists with workshops and meetings, including scheduling, drafting and distributing the agenda, preparing materials, ordering refreshments and related supplies as required and recording and transcribing meeting minutes

AAP-11

Trains and provides ongoing support for new Accounts Clerks and School Administrative Assistants in purchasing practices, receiving procedures and the on-line requisition system

AAP-12

Performs other assigned comparable or transient duties which are within the area of knowledge and skills required by this job description

QUALIFICATIONS
ADMINISTRATIVE ASSISTANT - PURCHASING

EDUCATION	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Grade 12 or equivalent and;</p> <p>One (1) year post-secondary Office Administration Certificate including course work in basic accounting, records management and computer skills or equivalent combination of education and experience. (Must demonstrate bookkeeping competency by passing a related district test)</p> <p><i>ADDITIONAL REQUIRED COURSES</i></p> <p>Introductory course in purchasing</p>
EXPERIENCE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Two (2) years advanced administrative experience</p>
KNOWLEDGE	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Extensive knowledge of database management, spreadsheet and word processing applications</p> <p>Broad knowledge of records management</p> <p>Broad knowledge of project management</p> <p>Broad knowledge of bookkeeping principles (including month end statements and non-public funding)</p> <p>Broad knowledge of budget preparation and control procedures</p> <p>Basic knowledge of the school system and a willingness to gain an understanding of District policies and procedures as they relate to the department</p> <p><i>JOB SPECIFIC REQUIREMENTS (when required)</i></p> <p>Extensive knowledge of the On-Line Requisition System in order to train others</p> <p>Broad knowledge of a formal technology environment</p> <p>Basic knowledge of the procurement practices</p> <p>Basic knowledge of capital budgets and the construction industry</p> <p>Working knowledge of automated accounting systems and Generally Accepted Accounting Principles (GAAP) requirements</p>

SKILLS AND ABILITIES	<p><i>TECHNICAL REQUIREMENTS</i></p> <p>Keyboarding at 60 W.P.M.</p> <p>Ability to perform job related mathematical calculations</p> <p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to organize work load in order to coordinate the administrative work of the department</p> <p>Ability to prioritize work in a busy environment often under pressure and multiple demands</p> <p>Ability to work well independently and as a member of a team</p> <p>Ability to compose business correspondence</p> <p><i>INTERPERSONAL REQUIREMENTS</i></p> <p>Ability to maintain confidentiality of sensitive information seen or heard</p> <p>Effective written and oral communication skills and the ability to request and convey information in an appropriate manner</p> <p><i>JOB SPECIFIC REQUIREMENTS (when required)</i></p> <p>Speed writing, short hand or note taking at 80 W.P.M.</p>
WORKING CONDITIONS	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to perform physical and mental activities related to job duties</p> <p>Able to occasionally lift up to 18 kg (40 lbs) and operate related equipment</p>

Updated: November 30, 2015