



Buyer

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OVERVIEW

Reporting to the Secretary-Treasurer, the Buyer deals with both routine and non routine purchasing requests in order to meet the District purchasing requirements in accordance with District Purchasing Policy and Procedures. The Buyer procures a variety of specific goods, using different competitive bid methods such as Requests for Quotation, Requests for Tender, and negotiating single source supply. The Buyer interprets and analyses responses based on low bid, best delivery, quality of product and suppliers capability. The position assigns work and provides feedback to the Administrative Assistant II and the Shipper/Receiver as required and provides advice, guidance and direction using persuasion, influence and diplomacy, all without benefit of position authority.

POSITION DESCRIPTION BUYER

BY - 1

Researches and selects vendors, goods and services according to reliability, price, specifications, delivery options, terms and conditions. Determines priorities and initiates requests for quotation, requests for tenders and purchase orders

BY - 2

Receives, audits and prioritizes purchase requisitions and reviews for complete specifications, appropriate budget availability and delivery deadlines

BY - 3

Within established policy and procedures, assists and advises District staff on the selection of the most suitable product, service or purchasing method. Judgement is required to initiate compromise decisions within context

BY - 4

Establishes and maintains rapport and business association with suppliers, end users, and the public. Directs and procures vendor technical and operating expertise as required to appropriate internal personnel

BY - 5

Creates and analyses diverse information and data from a variety of sources utilizing spreadsheets, data bases, integrated purchasing systems and word processing

BY - 6

Prepares and creates specifications for annual tenders and standing purchase orders. Opens, evaluates, and awards tenders within established value limits. Manages bulk orders and standing order schedules

BY - 7

Monitors and expedites orders through to completion and informs as necessary the vendor or end users on order status and delivery

BY - 8

Resolves shipping problems, invoicing and receiving discrepancies by liaison with vendors, departments and end users

BY - 9

Updates and maintains approved qualified vendor lists

BY - 10

Submits costing figures to assist for budget preparation estimates

BY - 11

Maintains and upgrades current industry knowledge by reading and attending approved courses and seminars containing industry information on specific commodity groups, market trends, technological changes, the law of competitive bidding, and legislative acts pertaining to the supply management function

BY - 12

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



QUALIFICATIONS FORM **Buyer**

EDUCATION	<i>TECHNICAL REQUIREMENTS</i> Grade 12 or equivalent <i>OTHER RELATED COURSES</i> Completion of level 2 and enrolled in level 3 of the Purchasing Management Association of Canada (PMAC) Accreditation Program
EXPERIENCE	<i>TECHNICAL REQUIREMENTS</i> At least one year of specific experience OR 2 years of related experience <i>JOB SPECIFIC REQUIREMENTS</i> Experience working in a purchasing capacity while enrolled in PMAC Accreditation program
KNOWLEDGE	<i>TECHNICAL REQUIREMENTS</i> Working knowledge of word processing, spreadsheets, database software applications and the use of the Internet (e-bay, on-line- auctions) <i>JOB SPECIFIC REQUIREMENTS</i> Working knowledge of the operation of a computerized purchasing department
SKILLS AND ABILITIES	<i>INTERPERSONAL REQUIREMENTS</i> Ability to construct thoughts in a logical and convincing fashion and to express them in discussion, writing and formal oral presentation Highly effective communications skills and the ability to influence, convince and persuade others

	<p><i>PROBLEM SOLVING REQUIREMENTS</i></p> <p>Ability to select and apply the most appropriate of established analytical procedures and techniques and evaluates the results for accuracy and completeness</p> <p>Ability to demonstrate motivation and determination in understanding the needs of others and in acting to do something helpful</p> <p>Ability to organize and prioritize high volumes of work, often under the pressure of multiple demands, deadlines and interruptions while maintaining close attention to detail and accuracy</p>
<p>WORKING</p> <p>CONDITIONS</p>	<p><i>OCCUPATIONAL REQUIREMENTS</i></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift up to 18 kgs (40 lbs) and operate related equipment</p>

Reviewed and Updated May 2011