



# Administrative Assistant – Purchasing Services

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## OVERVIEW

Reporting to the Associate Secretary Treasurer, the Administrative Assistant - Purchasing Services provides administrative services in support of 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 Purchasing Services Department's administrative services including coordinating office procedures, managing records, and monitoring accounts. The position operates in an environment with a high volume of work, constant interruptions and changing priorities.

## POSITION DESCRIPTION

### ADMINISTRATIVE ASSISTANT – PURCHASING SERVICES

#### **AAP-1**

Administers the corporate purchasing card program by providing records management services, maintaining online card management and reporting tools, confirming and updating permissions and credit limits, distributing cards and security information to card holders, orienting new card holders, training and providing ongoing support to site coordinators, monitoring card usage for improper or unauthorized transactions, and investigating and resolving disputes and fraudulent activity.

#### **AAP-2**

Provides records management services for purchase orders, request for proposals/tenders, and contracts including the preparation and tracking of confidential and technical information to maintain accurate and current data.

#### **AAP-3**

Monitors status of online purchase requisitions and outstanding purchase orders, and closes purchase order batches prior to month end.

#### **AAP-4**

Creates and maintains vendor files by using consistent database naming conventions and communicating with vendors and other departments to verify accurate contact information.

**AAP-5**

Provides training and ongoing support for new Accounts Clerks and School Administrative Assistants in purchasing practices, receiving procedures and the online purchase requisition system.

**AAP-6**

Coordinates administrative services for the department by handling and distributing incoming mail, purchasing and monitoring usage of department supplies, and implementing and updating administrative policies and procedures.

**AAP-7**

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

**AAP-8**

Administers and monitors department budget allocations, coordinates department purchases, and reviews monthly department financial report.

**AAP-9**

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

**AAP-10**

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

**AAP-11**

Composes correspondence, memoranda, reports, forms and emails as required, and edits and formats draft documents as requested by department staff.

**AAP-12**

Coordinates mail room services for the Tolmie Building by managing and renewing service agreements for the postage meter, handling service and payment requests, updating mailing lists and mail bags/boxes, placing hold mail service requests, and ensuring incoming and outgoing mail is processed.

**AAP-13**

Coordinates District-wide shredding services by liaising with the service provider, processing and scheduling additional service requests, tracking service provision to support invoice review and payment, and managing approval and distribution of console keys.

**AAP-14**

Assists with the coordination of workshops and meetings, including scheduling, drafting and distributing agendas, preparing materials, ordering refreshments and related supplies, and recording and transcribing meeting minutes.

**AAP-15**

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

**QUALIFICATIONS**  
**ADMINISTRATIVE ASSISTANT – PURCHASING SERVICES**

<b>EDUCATION</b>	<p><b>TECHNICAL REQUIREMENTS</b></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 bookkeeping test)</p> <p><b>ADDITIONAL REQUIRED COURSES</b></p> <p>Introductory course in purchasing</p>
<b>EXPERIENCE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Two (2) years advanced administrative experience</p>
<b>KNOWLEDGE</b>	<p><b>TECHNICAL REQUIREMENTS</b></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><b>JOB SPECIFIC REQUIREMENTS (when required)</b></p> <p>Extensive knowledge of BMO Spend Dynamics and Atrieve Online Purchase Requisition System in order to train others</p> <p>Broad knowledge of a formal technology environment</p> <p>Basic knowledge of 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>

<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Keyboarding at 60 W.P.M.</p> <p>Ability to perform job related mathematical calculations</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></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><b><i>INTERPERSONAL REQUIREMENTS</i></b></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><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></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: May 2021