



# Buyer

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## OVERVIEW

Reporting to the Manager, Purchasing Services, the Buyer deals with both routine and non-routine purchasing requests in order to meet 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 Proposal, Tenders, and recommending single source supply. The Buyer interprets and analyzes responses based on reliability, quality, price, specifications, delivery options, terms and conditions. The Buyer is also responsible for coordination of purchasing cards across the District and preparation and tracking of contracts.

## POSITION DESCRIPTION BUYER

### **BY - 1**

Researches and recommends vendors, goods and services according to reliability, quality, price, specifications, delivery options, terms and conditions. Determines priorities and initiates competitive bid documents including, but not limited to Requests for Quotation (RFQ), Requests for Proposals (RFP) and Tenders. Prepares contract documents and issues Purchase Orders;

### **BY - 2**

Receives 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 technical and operating expertise as required to appropriate internal personnel;

### **BY - 5**

Creates and analyzes diverse information and data from a variety of sources utilizing spreadsheets, databases, integrated purchasing systems and word processing;

**BY - 6**

Prepares and creates specifications for annual tenders and standing purchase orders. Opens, evaluates, and awards tenders based on overall best value 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**

Maintains positive relations with suppliers by liaising with suppliers, departments, and end-users to address shipping problems and resolve invoicing and receiving discrepancies;

**BY - 9**

Submits costing estimates to assist in budget preparation;

**BY - 10**

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 public sector procurement;

**BY - 11**

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

**BY - 12**

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

**BY - 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.

**BY - 14**

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



**QUALIFICATIONS FORM**  
**Buyer**

<b>EDUCATION</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Diploma in business administration, commerce, supply chain management, public administration, or a related field, and completion of a one-year Public Sector Procurement, Supply Chain Management or Professional Public Buyer (CPPB) certificate. May consider equivalent combination of post-secondary and related experience.</p>
<b>EXPERIENCE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>At least two years of purchasing experience in a public sector procurement environment</p> <p><b>JOB SPECIFIC REQUIREMENTS</b></p> <p>Experience working in a purchasing capacity within a medium to large, high volume computerized public sector organization</p>
<b>KNOWLEDGE</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <p>Proficiency in the use of word processing, spreadsheets, and database software applications</p> <p><b>JOB SPECIFIC REQUIREMENTS</b></p> <p>Knowledge of purchasing practices, procedures, and techniques used in a medium to large, high volume computerized public sector organization</p> <p>Knowledge of legislation, provincial trade agreements, and contract law affecting contract negotiations, contract management and public sector procurement practices</p> <p>Knowledge of competitive bidding processes, including the development and posting of all bid documents</p>
<b>SKILLS AND ABILITIES</b>	<p><b>INTERPERSONAL REQUIREMENTS</b></p>

	<p>Ability to construct thoughts in a logical and convincing fashion and to express them in discussion</p> <p>Effective written communications skills and the ability to formulate and develop contracts and bid documents</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Ability to select and apply the most appropriate of established analytical procedures and techniques and evaluate the results for accuracy and completeness</p> <p>Ability to demonstrate motivation and determination in understanding the needs of others and providing appropriate support</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 a high level of accuracy</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 lift up to 18 kgs (40 lbs) and operate related equipment</p>

Reviewed: March 2026