

## **Purchasing Coordinator - Permanent**

### **Central Services - Financial Services**

Elk Island Public Schools (EIPS) is one of the largest school divisions in Alberta, serving the education needs of approximately 17,500 students in 43 schools. Every day, the staff and students of EIPS are encouraged to pursue opportunities to grow and discover their passions in life. We pride ourselves on providing staff and students with the tools to achieve success by offering dynamic programming, current resources, and practical professional learning opportunities.

Elk Island Public Schools Central Administration building is located in Sherwood Park, at 683 Wye Road. Providing services for the division, Central administration is comprised of eight departments, in addition to the Board of Trustees. The departments include: Education Executive, Communication Services, Facility Services, Student Transportation, Human Resources, Financial Services, Supports for Students, and Information Technologies. Financial Services, is home to approximately 22 of our EIPS employees.

As an integral team member of Financial Services, the Purchasing Coordinator plays an important role in helping to achieve both the Division and department goals. This position is responsible for a variety of functions within the Purchasing and Contract Services (PCS) team, including maintaining the Division's purchase cards (PCards) and providing support to schools and departments with the procurement of goods and services.

**Commencing: May 1, 2023**

**37.5 hours per week (Monday to Friday - 7.5 hours per day) (12 month Permanent Position)**

**Compensation Rate: \$23.372 to \$28.59 per hour with a 2% increase in September 2023**

**EIPS offers a comprehensive benefits package to permanent employees.**

**Open to: Internal and External candidates**

#### **RESPONSIBILITIES:**

##### **Purchasing and Contracts**

- Capture mandatory requirements from the published tender in preparation for evaluation review by Manager PCS, and stakeholder. For example, this position would capture the mandatory requirements set out in the tender document for phase 1 of the evaluation. Together with Manager, PCS and the stakeholder determine if the submissions proceed to phase II of the evaluation. This is a critical step in the process.
- Evaluate competitive bids based on pre-established criteria. For example, as part of phase II of the evaluation, this position is responsible for creating a recap using formulas and scoring. Transposing the information into the table for evaluation. Together with PCS manager and the stakeholder review and assess the information provided for recommendation for award. This is a critical step in the process.

- Assess tenders in creating evaluations for scoring.
- Analyze and interpret pricing costs from vendor submissions.
- Create contracts for review by Manager PCS, and stakeholder, prior to sending to the vendor.
- Review certificate of insurance to ensure it complies with requirements.
- Review CCDC contract and contract summary form filled out by Senior Buyer to ensure accuracy.
- Communicate with customer departments/schools to determine and select procurement strategies and priorities.
- Maintain the Procurement and Contracts manuals.
- Manage and track reporting deadlines for non-school related contracts and grants for Division.
- Responsible for running and maintaining formation schedules (FAC OPS, FAC Projects, and IT). For example, this allows PCS to capture status updates, and manage the workload. It allows the stakeholders to see the progress and encourages dialogue amongst the parties.
- Participate in pre and post contract meetings.
- Draft various documents as needed (Bill of Sale, change orders, award/regret letters, etc.) based on requirements and situation.
- Create bid opening documents for closing tenders.
- Complete the contract summary form for new agreements/contracts.
- Maintain and organize master contract spreadsheet (ongoing contracts, leases, etc.)
- Create corresponding project folders for upcoming/placeholder contracts.
- Follow up with vendors on contractual obligations and general questions as needed (updated insurance, pricing, etc.)
- Interpret the Signing Authority Matrix and ensure purchasing requests have received appropriate approval.
- File and gather signatures for the execution of contract documents both internally and externally to EIPS.
- Verify general ledger coding for each purchase request.
- Gather product and volume information.
- Create purchase order requisitions on behalf of schools and departments.
- Distribute purchase orders to vendors, schools/departments, shipping/receiving and accounts payable.
- Track and expedite outstanding purchase orders and follow up with vendors to ensure timely receipt of products.

- Create change orders or cancel purchase orders, as required.
- Purchase products and maintain purchasing agreements/contracts in accordance with division procurement policies, procedures, and guidelines.

### **Purchase Card Administration**

- Run and analyze transaction information as needed, including creating and manipulating reports on vendor usage, purchase type, industry, etc.
- Generate various cardholder verification reports from the banking system, distribute for approval and make any required updates.
- Investigate potential fraudulent transactions upon notification from the bank and take necessary actions such as PCard reissue, removing account blocks, etc.
- Prepare monthly tracking reports for management, including credit limit, cards issued, and archived records reports.
- Troubleshoot (independently and working with the Bank of Montreal) to address system errors, meet new reporting needs, and review PCard program administrative settings. Identify potential enhancements to system set-up and processes, and present to management.
- Update and provide reporting on the electronic approval workflows within the PCard system to reflect staffing and administrator changes.
- Push back transactions each month and inform business managers what requirements are missing for the transactions.
- Communicate with the bank to make changes with a cardholder's card (updates to blocking table, etc.)
- Reconcile credit card purchases with the cardholder.
- Provide support and training to cardholders, reconcilers, and approvers regarding the use of PCards and the bank's PCard system.
- Add new general ledger codes to the PCard system, as required.
- Track new cards received and generate delivery log sheets for distributing cards to schools and departments.
- Process applications for new PCards, limit changes, transfers, and cancellations.
- Code transactions that are identified by the cardholder.
- Independently manage incoming inquiries for the Pcard email inbox.
- Prepare new and replacement P-cards to be sent through internal mail.
- Lead and implement any program changes in Spend Dynamics, such as multi-factor authentication" in the Pcard Admin section.

## **Vendor Maintenance**

- Create and upload new vendor script into financial system.
- Maintain existing vendors by making required updates to address and contact information.
- Collect and organize all new vendor forms for entry into financial system.
- Review new vendor requests to ensure they are not duplicates, (i.e., already exist in financial system), check for regulatory requirements (WCB, taxable income, etc.), and flag for Purchasing follow-up if needed.

## **Data Integrity Verification and Other Duties**

- Acts as a resource to operational staff on issues regarding processes, policies, and procedures.
- Maintain and update approved PCS templates.
- Ensure month-end and year-end processing deadlines are met.
- Review CCDC contracts and forms sent from Facilities to ensure detail and accuracy before sending off to Purchasing Manager and Secretary-Treasurer for signature.
- Provide documents and respond to inquiries from Financial Services staff, schools, departments, vendors, or external auditors.
- File all processed PCard forms, purchase orders, project closeout forms and contracts alphabetically in a central file location.

## **EDUCATION AND EXPERIENCE**

### **Education:**

- Purchasing Supply Management Certificate or equivalent.
- 1 year purchasing and/or supply chain management experience.
- Considerable knowledge of procurement policies and procedures.
- Supplemented by related courses in purchasing, supply management or business administration.

### **Experience:**

- Minimum of one year experience in a procurement role.

Equivalencies will be considered.

## **KNOWLEDGE, SKILLS AND ATTITUDES**

- Knowledge of purchasing procedures including general ledger coding and signing authority.

- Proficient knowledge of purchasing software.
- Strong computer skills including comprehensive knowledge of Microsoft Office.
- Ability to communicate effectively, both orally and written.
- Ability to interact with various professionals and levels in a respectful manner.
- Excellent organization and problem-solving skills.
- Ability to work within tight deadlines and prioritize tasks.
- Attention to detail and accuracy.

For further information, please contact Sue Skilton, Manager, Purchasing and Contracts, Financial Services at [sue.skilton@eips.ca](mailto:sue.skilton@eips.ca)

Only online applications in Apply to Education, click on the link [here](#).

Elk Island Public Schools appreciates and considers all applications; however, we only contact candidates who are selected for interviews.

If you require assistance with the application system, please call Apply to Education at [1-877-900-5627](tel:1-877-900-5627) or email [info@applytoeducation.com](mailto:info@applytoeducation.com).