

Job Description

Catholic SchoolCentre

Finance & Business/ Supply Management

1000 5 Avenue SW, Calgary

Overall Accountability

The Supply Services Coordinator coordinates and supports the daily operations of the department

Specific Accountabilities

- Manages the day-to-day functions and activities.
- Monitors and organizes the daily requisition activity.
- Coordinates and assigns purchasing requests.
- Investigates and resolves invoicing issues.
- Responds to internal and external customer queries.
- Coordinates daily activity with vendor community.
- Assists with coordinating and scheduling meetings.
- Reviews and processes PeopleSoft requisitions according to guidelines
- Receives and formulates correspondence.
- Coordinates product purchase/installation activity

Qualifications

- High School Diploma or equivalent with related Post-Secondary training
- Two (2) years' experience with a recognized Enterprise Resource Planning system
- Five (5) years' experience in a supply chain/service environment
- Enrollment in the Supply Chain Canada Designation (SCMP) or National Institute of Governmental Purchasing professional development program to achieve a Certified Professional Public Buyer certificate
- Comprehensive knowledge of supply chain principals

- Proficiency with Microsoft Office
- Excellent analytical, communication, organization, and interpersonal skills

The Calgary Catholic School District is committed to fair and accessible employment practices and considers catholicity, equity, diversity, and inclusivity to be foundational to its institutional success.

The Calgary Catholic School District seeks to foster a workplace that reflects the full breadth of the communities it serves.

<http://careers.cssd.ab.ca>