

Position: **Purchasing Assistant**

Competition: **S-23-233**

Location/Dept: Board Office

Hours: 35.00 Monday-Friday/12 Months

Start Date: JUNE 19, 2023

Term of Employment: Continuing

Salary: \$27.95

Posted: MAY 12, 2023

Application Deadline: 4:00 P.M., MONDAY, June 16, 2023

SUMMARY: (Please refer to Microsoft Teams for full class specifications)

Reporting to the Manager of Procurement Services, the Purchasing Assistant is responsible for organizing the supply of selected products, services and for providing support to schools and department.

QUALIFICATIONS:

Successful completion of a Secondary school graduation program or equivalent. Completion of some purchasing courses. Completion of office administration program/courses equivalent to 8 months training including basic accounting and computer application courses.

One-year recent purchasing experience and/or equivalent combination of education and experience, preferably in a public setting.

Advanced skills using standard office software applications including spreadsheets.

Demonstrates sound judgement in determining priorities and effectively organizing work to meet deadlines.

Excellent interpersonal, communication and organization skills. Able to multitask continuously as priorities shift.

Able to work independently and take initiative.

Able to operate a variety of office equipment.

External applicants must apply through the Make A Future site at www.makeafuture.ca

Emailed or faxed applications will not be accepted.

We thank all applicants however only those selected for an interview will be contacted.

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