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Job Details

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Senior Purchaser - (00159.7)

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Application Restrictions

Open to both Internal and external

Job Type

Support Staff (CUPE)

of Hires Needed

1

Organizational Unit

Thompson Rivers University -> Finance -> Purchasing

Posting In effect from

13/10/2022

Closing Application Date

27/10/2022

Closing date for internal CUPE applicants

27/10/2022

Applications will be reviewed commencing the "closing date for internal CUPE applicants" and may continue until the position is filled.

Internal CUPE applicants must submit their application by 4pm on the "closing date for internal CUPE applicants" for their Seniority to be recognized. Applications received after the "closing date for internal CUPE applicants" will be considered alongside external applicants.

Full/Part Time

Full Time

Support Type

Ongoing

Anticipated Start Date

1/11/2022

Position End Date (If Applicable)

The Hours of work are subject to change depending upon departmental requirements

Schedule

The hours of work will be Monday to Friday, 7 hours a day, 8:00 am to 4:00 pm

Schedule Description**Location**

British Columbia - BC CA (Primary)

DUTIES

The Senior Purchaser position is responsible for timely and efficient procurement of TRU materials and services in accordance with TRU purchasing policies and procedures. The responsibility and requirements of this position are of a routine and non-routine nature and require the ability to evaluate and analyze vendor responses, and departmental procurement needs.

MAJOR DUTIES & RESPONSIBILITIES

1. Create and complete competitive procurement documents, purchase orders, and requisitions to meet required purchasing service standards, while ensuring compliance with TRU's purchasing policies.
2. Coordinates the competitive procurement process (Requests for Proposals, Requests for Bids, Request for Tenders, Letters of Agreement, etc.) by ensuring documents are properly written, address all the significant issues, resolves problems as they arise, and that TRU is adequately protected. The competitive bidding process may include gathering information, answering queries, gathering quotations, posting to B.C. Bid and the Bonfire Submission Portal, and filing all related correspondence.
3. Review competitive bid responses, assesses compliance with original specifications, evaluates responses and vendor contracts, analyses offers to determine best value, participates in the review process and may be involved in presenting recommendations to Procurement Services Manager/Department.
4. Provide debriefings, when requested by vendors, for competitive procurement processes.
5. Liaises with vendors and/or user departments to resolve issues regarding supply issues and processes that occur.
6. Negotiate with vendors to ensure pricing, product quality and delivery of services meet with end user requirements.
7. Provide advice, guidance, education and training to end users; explain the competitive bidding process and TRU's purchasing policies, reinforcing the value Supply Management delivers.
8. Collects and analyses data to determine the feasibility and advantage of establishing long-term supply contracts for high usage, high dollar volume, regularly purchased products which could more effectively leverage TRU's purchasing power.
9. Keep current regarding industry developments and trends, which may include legislative changes affecting the procurement industry, e-procurement initiatives, competitive bidding law changes, and industry best practices.
10. Meets with vendor representatives to evaluate new products or services, reviews, tracks, and evaluates vendor performance, and investigates new opportunities for TRU to achieve savings or efficiencies.
11. Meets with end user and advisory groups to gather feedback on vendor performance and products.
12. Maintains up-to-date vendor files, including price lists, contact information, catalogues, market trends, comparative data and other information related to the purchasing function.
13. Assists in tracking cost/negotiated savings on all purchases made by TRU as needed.
14. Participate in purchasing department process reviews and provide improvement recommendations.
15. Coordinates the disposal of obsolete and surplus goods.

REPORTS TO

Purchasing Manager

QUALIFICATIONS

EDUCATION:

- University Business Degree and completion of up to one year of the SCMP program, or equivalent

EXPERIENCE:

- Three years directly related purchasing experience

SKILLS, KNOWLEDGE OR ABILITIES RELATED TO THE JOB

- Ability to build effective working relationships with vendors and internal departments by phone, e-mail, or in person
- Customer service oriented
- Thorough understanding of public sector purchasing and competitive bidding process
- Effective negotiation skills
- Ability to organize time effectively to meet deadlines
- Ability to work in a team environment
- Ability to be professional, courteous, tactful and diplomatic in dealing with users, suppliers and peers
- Ability to communicate effectively both verbally (presentation) and in writing
- Knowledge of ERP, purchasing systems, Microsoft Office, and Bonfire Submission Portal

WORKING CONDITIONS

- Sitting at a desk and computer for long periods of time
- Contact with staff, customers, and vendors
- General office conditions

The salary for the above position is determined by the Collective Agreement with the Canadian Union of Public Employees, Local 4879, as it presently exists.

Pay Band

CUPE Grade 09 \$31.19

Salary rate

This Position is not subject to a 90% start rate for new Employees.

Diversity and Inclusion Commitment:

Thompson Rivers University is strongly committed to hiring based on merit with a focus on fostering diversity of thought within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, Indigenous, Black and People of Colour, persons with disabilities and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply, however applications from Canadians and permanent residents will be given priority.

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