

Officer, Purchasing - 1990

Position Title

Officer, Purchasing

Status of Position

Permanent Full Time



Position Description

Job posting closes: November 17, 2023, at 05:00 p.m. (Yukon Standard Time)

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, **permanent part-time, temporary full-time, temporary part-time, term or casual vacancies** within the same department and classification based on the organizational needs by going to the next highest ranked candidate until the eligibility list expires.

The City wishes to thank all applicants for their interest, but only those candidates selected to advance in the recruitment will be contacted. Only candidates eligible to legally work in Canada will be considered.

Officer, Purchasing

Job Code: 252

Department: Financial Services

Job Summary:

The incumbent ensures that all purchasing activities are carried out in compliance with policy and legal requirements. They assist with public procurement activities as required.

Duties and Responsibilities:

1. Assist with the preparation of complex bid documents, including Request for Tenders (RFT), Request for Proposals (RFP), etc.
2. Prepare basic bid documents, including Request for Quotations (RFQ), Request for Standing Offers (RFSO), etc.
3. Coordinate, participate and/or process various purchasing activities, including requisitioning, purchase orders, progress payments, etc.
4. Assist with the administration of annual service and supply contracts.
5. Update and maintain vendor information in the ERP system.
6. Source, develop and maintain vendor/supplier relationships.
7. Communicate with internal stakeholders and vendors/suppliers on purchasing processes.

8. Coordinate delivery schedules, monitor progress and liaise with clients and suppliers to resolve issues.
9. Organize and oversee the annual inventory count process.
10. Provide input and maintain relevant policies and procedures, including purchasing policies and procedures.
11. Act as Sr. Procurement Officer as assigned.
12. Follow established safety procedures and standards so far as is reasonably practicable.
13. Other related duties.

This description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.

Category

Business, Finance & Admin

Position Requirements

Working Conditions:

?Majority of the work is performed under normal office conditions.

Required Knowledge, Skill and Abilities:

- Diploma in Business or Supply Management. Supply Chain Management or Certified Professional Public Buyer (CPPB) designation is desirable.
- Minimum of 2 years of progressive purchasing experience complemented with inventory management experience, preferably within the public sector and 6 months on the job training.
- Proven skills working with computerized financial systems software.
- Excellent organizational skills, prioritizing and ability to multitask with minimal supervision.
- Ability to work and maintain accuracy under pressure and to meet critical deadlines.
- Strong research, client service orientation and good interpersonal skills.
- Proven written and oral communication skills.
- Ability to foster and maintain effective relationships among peers and/or stakeholders.

An equivalent combination of education, training and experience may be considered.

Examples of Equipment to Operate:

General office equipment with the ability to operate ERP software programs, spreadsheets, electronic mail, word processing, etc.

Other Details:

Job seekers are required to create an online profile and submit their application electronically through the City's online Applicant system via www.whitehorse.ca/careers. Instructions on applications are provided at <https://www.whitehorse.ca/our-government/employment/how-to-apply/>. If you have any further questions regarding this posting, please contact the recruiter at HR@whitehorse.ca.

To apply for this position, you are required to submit your resume.

Various tests and/or exams may be administered as part of the recruiting process.

At the time this posting closes, candidates must have valid and current licenses/certifications/education that match the position requirements. Candidates who are selected to continue with the recruiting process will be required to provide proof of qualifications during their interview.

Employment Contract

YEU Local Y046

Range

\$34.48 - \$40.56

Hours Per Week

5 X 7 Hours

Guaranteed Minimum Hours

35

Start Date of Position

11/13/2023

End Date (Temporary and Term)

Number of Hires Needed

1