
BUYER

Full Time Employment Opportunity

Reporting to Procurement Supervisor, the Buyer is responsible for the acquisition of goods and services as assigned. The incumbent also provides administrative support to the procurement function.

Duties:

- Review and analyze assigned requisitions for goods and services for necessary management and financial approvals, specification detail, and delivery requirements prior to initiating the acquisition process.
- Ensure all proposed acquisitions adhere to purchasing policy and procedures and applicable provincial/federal legislation. Identify policy deviations and escalate to the Procurement Supervisor.
- Collect and validate specifications for the goods and/or services required in consultation with user departments.
- Develop procurement documents for acquisition of repetitive or low complexity products using pre-approved templates.
- Issue and administer the procurement process within the specified timelines.
- Liaise with vendors regarding bidding opportunities, specification development, product or service availability, and clarification of procurement documents, terms and conditions of sale.
- Prepare purchase orders in the ERP system.
- Verify that all terms and conditions, pricing, and internal account codes are detailed and accurate.
- Ensure all related correspondence is complete, accurate, and filed appropriately.
- Liaise with Procurement Supervisor regarding outstanding request for quote documents on a weekly basis.
- Sign and/or obtain signatures in accordance with the Delegation of Financial Authorities and distribute purchase orders.
- Review and evaluate bids in accordance with evaluation criteria.
- Create bid quote matrix to determine results of bid submissions.
- Present final bid analysis and recommendation to originator as required.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

Primary Qualifications:

- Completion of Grade 12 or G.E.D. equivalent.
- A minimum of one (1) year related work experience or a combination of experience and education.
- Obtaining Supply Management training from the Supply Chain Management Association of Canada, or equivalent education, is recommended within one year of hire.
- Intermediate skills in Microsoft Office (Word, Excel and Outlook).
- Ability to work with a high degree of accuracy and attention to detail.
- Strong time management skills.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. These competencies are deemed important for the success of the position and organization.
- Satisfactory work performance in the preceding twelve (12) months is a requirement. Attendance rate will be a factor in the pre-screening process.

Secondary Qualifications:

- Membership in the Supply Chain Management Association of Canada Program or equivalent recognized Purchasing Program.
- Previous experience in developing and issuing tender documents, commodity buying and managing file systems.
- The ability to use automated purchasing systems.
- Previous experience in a purchasing environment.
- Bilingual (French/English) language skills.

****Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased depending on the Collective Agreement.*

Salary: \$21.42-\$26.37
Bargaining Unit: CUPE
Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by June 21, 2021.

We thank all interested applicants, however, only those selected for interviews will be contacted.