

Purchasing Assistant - Office Assistant 3 (AESES)

New Budget-Funded Continuing Full-Time

35.00 hours/week Monday to Friday 8:30 a.m. to 4:30 p.m.

Salary Range: \$20.33 - \$25.80 per hour (\$37,000.60 - \$46,956.00 per annum)

Proposed Start Date: November 18, 2019

Trial/Probation Period: 420.00 work hours

For more information, please contact:

Paul Dugal

403 Administration Bldg.

204-474-9907 or Paul.Dugal@umanitoba.ca

MINIMUM FORMAL EDUCATION/TRAINING:

- Completion of a formal training program in a related administrative discipline from a recognized institution is required.

EXPERIENCE:

- Two years of directly related office experience is required.
- Knowledge of purchasing/procurement or supply chain management, preferably at an academic research institution is an asset.
- Knowledge and experience with Procurement software is an asset.
- Knowledge of university policies and procedures is an asset.
- Knowledge of Financial Systems is an asset.
- An acceptable equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES:

- Proficiency in the use of a computer software, such as Microsoft Office (Excel, Word, Outlook) is required.
- Ability to learn new software quickly and efficiently is required.
- Great attention to detail is required.
- Ability to work well within teams and to learn and collaborate across functions, is required.
- Ability to read and follow instructions is required.
- Excellent time management and organizational skills including the ability to prioritize and multitask workload with a high level of initiative is essential.
- Strong interpersonal skills with the ability to communicate effectively with all levels of staff and public in a diplomatic, firm but tactful manner, maintaining good relations with other University departments is essential.
- Demonstrated ability to provide excellent customer service is required.
- Ability to adapt to an ever-changing environment is required.
- Professional appearance and demeanour are required.
- Ethical conduct is essential.
- May be required to work at either or both the Fort Garry campus and Bannatyne campus.
- Assigned lunch hours may vary between 11 a.m. and 2 p.m.
- Satisfactory work record, including satisfactory attendance and punctuality is required.

RESPONSIBILITIES:

- Picks up, sorts and reviews incoming mail and maintains general email.
- Assists buyers in preparing, distributing and processing tenders and requests for proposals and quotations.
- Assists buyers in sourcing, evaluating and selecting goods and services for award.
- Places lower value purchase orders and contracts in software.
- Enters purchase requisitions, purchase orders, change orders, and standing part order, etc. into system.
- Obtains pricing information from suppliers by fax, phone, or email.
- Liaises with suppliers and requisitioners of goods/services to provide advice, obtain clarification, discuss alternative purchases and quotations received, etc.
- Assists with supplier database search in support of supplier maintenance additons.
- Works with Supplier Payment Services to resolve discrepancies between purchase orders/invoices, etc.
- Retrieves information on purchase orders, contracts, supplier data, etc. to answer enquiries and update order details.
- Provides customer service on inquires pertaining to purchasing procedures, documentation etc.
- Assists Buyers in the review and validation of supplier invoices.
- Closes and opens purchase orders.
- Approves invoice variances upon request.
- Maintains excel spreadsheets and other reports.
- Reconciles and approves year-end commitments, P.O. accruals, etc.
- Receives goods in Shipping/Receiving when Shipper/Receiver is not present.
- Acknowledges delivery of goods and ensures signatures are recorded when Shipper/Receiver is not present.
- Performs other related duties as assigned or required.

Apply today through the University of Manitoba's career portal, UM Careers where you will find the full job specification:

<https://viprecprod.ad.umanitoba.ca/default.aspx>

Closing Date: November 6, 2019

Applications will only be accepted if you apply on UM Careers.

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All candidates must be legally entitled to work in Canada.

If you require accommodation supports during the recruitment process, please contact U of M's Diversity and Inclusion Facilitator, Valerie Williams at Valerie.williams@umanitoba.ca or 204-474-8371.

Application materials, including letters of reference, will be handled in accordance with the protection of privacy provisions of "The Freedom of Information and Protection of Privacy" (Manitoba). Please note that curriculum vitae will be provided to participating members of the search process.