



THE REGIONAL MUNICIPALITY OF DURHAM

Finance Department

Expediter-Buyer (Regular Full-Time)

Job ID: 12448
Job Number: 300
CUPE Local 1764

Open: Jan 15, 2020 Close: Jan 31, 2020

Expediter-Buyer

Reporting to the Supervisor of Purchasing,

The incumbent will:

- Schedule, coordinate and perform various procurement activities required in the administration of informal/formal requests for quotations, proposals and negotiations of various procurement project activities
- Assist in developing bid documentation and processes to ensure the provision of acceptable products, materials and services
- Analyze and evaluate bids for accuracy, compliance with specifications, by-laws and legislation, and conformity to established terms and conditions
- Assist Procurement Officers in correspondence with departments to establish project objectives, identify key procurement activities and determine suitable terms, conditions and specifications
- Administer and coordinate contracts and purchase orders
- Provide on-going assistance and guidance to Regional users on the FIMS system
- Identify contract activities or milestones, and create reports and queries to assist Purchasing staff in reviewing vendor, product and budget information
- Research supply and demand conditions and source new vendors, products and services in response to Regional requirements
- Issue and track Regional PCards and Fuel Cards and maintain the program within FIMS system

The successful applicant will possess:

- A post-secondary diploma in Business Administration or a related discipline
- Completion of the Certificate in Supply Management from the Supply Chain Management Association and/or working towards the Certified Professional Public Buyer (CPPB) designation
- Relevant buying experience in a progressive computerized purchasing environment
- Public sector experience and/or equivalent private sector experience in the calling of bids or negotiations and protocols for obtaining approvals to award contract
- Understanding of legislation governing public purchasing
- Knowledge of advanced purchasing concepts, and risk management concepts, including tendering, supplier negotiations and contract administration
- Sourcing, negotiating and analytical skills
- Advanced verbal and written communication, time management and organizational skills
- Demonstrated ability to effectively plan and prioritize tasks

CUPE 1764 Salary Grade 6

This position is with Salary Grade 6 and will be paid at the following hourly rates:

- Start: \$38.14 - Six Month: \$40.26 - Job: \$42.38

Conditions of Employment

Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants;



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however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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