

Position Title: Junior Procurement Officer
Dept/Program: Procurement & Materials Management
Employment Type: Temporary Full Time up to 2 years
Work Schedule: 37.50 hours weekly as per schedule
Posting Type: Open

Job Class: Procurement Officer 1
Rate of Pay: \$28.51 - \$33.04 per hour
Employee Group: OPSEU
Posting Date: May 20, 2020
Number: 1 **Repost**

The Director of Procurement & Materials Management is currently seeking a Junior Procurement Officer. The purpose of the position is to provide procurement services for the acquisition of a wide variety of materials, supplies and services to meet the needs of the facility.

Key Accountabilities:

- Receives and reconciles Requisitions and verifies delegation of authority, budgetary codes, and overall completeness and accuracy and files in depart filing system; Follows-up with requestor on any discrepancies.
- Enters Purchase Orders from the completed requisition into the system; Works with Financial Services and other departments as required
- Inputs and maintains a data base for purchasing records and vendor lists including preventative maintenance if required
- Performs Customer service duties by greeting in person or by telephone, and responds to inquiries from clients, salespeople, and supplier representatives
- Maintains a library of supplier catalogues and provides information in response to inquiries
- Provides back-up for the Materials Management Clerks in Stores, CSR (supply) areas and Receiving
- Acts as a contact for information between potential vendors and hospital programs/departments; Contributes to the ongoing supplier relationship management process to achieve excellence in service delivery and to ensure compliance with relevant legislation and approved policies and procedures
- Assists in facilitating, preparing and executing any asset management functions such as disposals and acquisitions
- Record Storage and Retention for Materials Management on an annual and ongoing basis.
- Assist with Open Competitive requests for proposal processes, to develop proposals and contracts and advise customers on the preparation of tender documentation and to initiate tendering activities

Requirements/Qualifications:

- Diploma in Purchasing from an accredited body (e.g. OPBA, SCMA)
- Current knowledge of and experience with procurement and purchasing principles/practices and methods, including but not limited to, inventory and quality control, buying methods, and transportation/logistics principals
- Strong computer skills required: proficient in word-processing, spreadsheet, and database software
- Results oriented work ethic to work independently and undertake tasks needed to accomplish work objectives and deliver quality, consistent and timely results
- Demonstrated customer service, interpersonal and organizational/time management skills
- Demonstrated analytical and attention to detail skills
- Proven written and verbal communication skills
- Proven ability to adapt readily to change
- Models and promotes core ethical practice, Waypoint Values, and reflects an optimistic and positive attitude
- Preference for proficiency in French/English language skills

How do I apply?

Waypoint employees apply through the Employee Self-Service portal at <https://employees.waypointcentre.ca> and external applicants apply to http://www.waypointcentre.ca/i_want_to_join_your_team quoting **Job ID WC20-48** by close of business **(5:00PM) May 30, 2020**. Attach your cover letter and resume detailing why you are interested in this opportunity and how you meet the qualifications and key accountabilities specified.

We are committed to fostering an inclusive, accessible work environment, where all employees feel valued and respected. Waypoint offers accommodation for applicants with disabilities as part of our recruitment process. If you are contacted to arrange an interview or testing, please advise us if you require an accommodation.

All applicants are thanked for their interest in this position, however, due to high volumes only those selected for an interview will be contacted.