**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: BUYER**

**Immediate Supervisor: PURCHASING SERVICES MANAGER**

**Core Function:**

The Buyer, under the general supervision of the Purchasing Services Manager, is responsible for all operations associated with the purchase of designated goods and services which may be utilized in the school division.

**Duties and Responsibilities:**

1. Develop and execute low to medium value (<$100K) RFP/RFT processes from request to award.
2. Collaborate with internal stakeholders to prepare specifications, descriptions and scopes of work for required goods and services.
3. Solicit and receive quotations on materials, supplies, and services from vendors; compares prices, specifications, delivery commitments and other pertinent factors; develops recommendations and documents decisions.
4. Develop and issue Service Agreements, Contracts, Letters of Intent and Purchase Orders for low to medium value transactions.
5. Ensure competitive bidding requirements, trade agreement obligations, internal policies and procedures and customary business practices are met in all commercial dealings.
6. Assist Manager off Purchasing Services with high value (>$100K) RFP/RFT processes and develop Service Agreements, Contracts, Letters of Intent and Purchase Orders for medium to high value transactions.
7. Communicate potential problems or concerns in all supply chain activities to purchasing team members.
8. Expedite the delivery of goods and services to ensure that suppliers meet their obligations; initiates and assists with claims and follow up when problems such as errors, omissions and damage are encountered.
9. Coordinate information flow between vendors and Saskatoon Public Schools’ stakeholders with regard to progress and status of orders and contracts.
10. Maintain current knowledge of Saskatoon Public Schools’ policies, procedures, regulations and practices governing purchasing including provincial requirements and internal trade agreements.
11. Maintain current knowledge of relevant Federal and Provincial taxes and their application to Board purchases.
12. Assist and advise principals and other administrators in the purchase of required goods and services.
13. Develop spreadsheets to perform cost analysis and bid evaluations.
14. Maintain integrity and confidentiality in all purchasing services activities and agreements both within Saskatoon Public Schools, with external organizations, vendors and the general public.
15. Supports the Purchasing Services’ other team functions as required.
16. Performs such other duties as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Completion of or in the process of completing a diploma or professional designation from a recognized supply chain program.
3. A minimum of two years directly related experience in the purchasing field.
4. Preference will be given to candidates with experience in public buying.
5. Strong knowledge and understanding of Microsoft Office suite. Above average competency in the use of Excel spreadsheets.
6. Minimum two years’ experience using a computerized purchase requisition/purchase order system.
7. Excellent interpersonal, customer service and communication (written and oral) skills.

August, 2016