

Senior Purchasing Coordinator

Permanent, full-time opportunity

The **Durham District School Board (DDSB)** is responsible for public education in the rural settings of Uxbridge, Brock and Scugog Townships and the urban settings of Ajax, Whitby, Pickering, and Oshawa. The DDSB employs 10,000 staff in a wide variety of roles and is one of the largest employers in Durham Region. With 136 elementary and secondary schools and learning centres, the DDSB accommodates more than 79,000 regular day students and thousands more who take advantage of a wide variety of continuing education and adult credit courses.

The DDSB recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The DDSB is committed to learning and working environments that centre human rights and equity and that are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination, oppression, harassment and harm.

The Senior Purchasing Coordinator provides administrative support in the Purchasing Department, managing and ensuring the flow of administrative operations, and helping the department achieve its goals, objectives, and priorities. In this role, you may carry out and coordinate special assignments and tasks as directed, and provide guidance on administrative functions, office procedures and corporate policies.

As the Senior Purchasing Coordinator, your responsibilities will include:

Preparation of Bid Documents, Consumables and Equipment Catalogue

- Consolidation and preparation of all bid documents including proofreading, formatting, distribution and vendor communications, ensuring adherence to legally required timeframes.
- Coordinate development and distribution of the annual Consumable and Equipment Catalogues for all schools, including proofreading, and ensuring accurate design changes.

Distribution and Expediting of Purchase Orders and Contracts

- Sort and distribute Purchase Order documents daily, in a timely manner, ensuring adherence to Purchasing policies and procedures.
- Coordinate communications with successful construction bidders.

Provide Clerical Support for the Purchasing Department

- Obtain pricing, place orders for items for Purchasing as assigned, and troubleshoot invoice discrepancies.
- Compose correspondence as requested, and maintain departmental filing systems.
- Open, sort and distribute all departmental mail and bid documents.
- Provide front-counter reception for Purchasing, responding to inquiries and receiving incoming documentation (paper and electronic), etc.
- Book meeting rooms, and coordinate audio visual requirements for the department.
- Make presentations to internal staff as required.

Electronic Tendering System Administration & Procurement Records Management

- Create and input bid document notifications in electronic tendering system, including data entry, ensuring bid files meet BPS directive compliance and updating contract award letters.
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- Conduct and track bid process compliance checklist reviews.
- Coordinate file maintenance & archive process for the department.
- Download and record bid opening results, and check bidders' qualifications against tender requirements.
- Record, review and update bid deposits and bonds contents, including coordinating return of bid deposits.

Non-Competitive Procurement Document Management

- Assign and track all documents for audit purposes, ensuring appropriate authorization signature(s) are obtained.

Facilitate Customs Clearance of Imported Goods

- Act as primary contact for all customs vendor and related departmental inquiries.
- Gather appropriate information regarding imported good POs to ensure Customs clearance.

Qualifications

Your profile as a qualified **Senior Purchasing Coordinator** will include:

- Minimum 2-year college diploma in Operations or Purchasing, or a relevant College Diploma (Office Administration, Business Administration, etc.).
- Minimum of over one year of experience in office administration.
- Solid experience with wordprocessing, spreadsheet and presentation software, in addition to experience working with AS400 business process management software.
- Positive, "customer service"-focused approach in responding to inquiries and requests in a timely manner, with proven commitment to DDSB core values.
- Previous bids and tenders experience would be an asset.
- Ability to prioritize and organize own work to ensure timelines are met.
- Demonstrated careful attention to accuracy and detail for long periods of time.
- Strong judgement and initiative in prioritizing and organizing own work to ensure deadlines are met.
- Excellent interpersonal, communication skills (written and verbal) and presentation skills with the ability to clearly convey Purchasing policies to secure understanding.
- Strong administrative skills in maintaining up-to-date and accurate filing systems, composing correspondence, and taking accurate meeting minutes.
- Experience with Public Sector, Purchasing and knowledge of Canadian Supply Chain Regulations is an asset.

Please note: This is a 35-hour per week, 12-month permanent position.

Salary Range: \$28.77- \$35.26 per hour

To apply online for **Posting #3832840**, by **4:30 p.m., October 18, 2024**, please go to ddsb.ca and submit your application under the section Careers – Educational Services.

The DDSB is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of our region. We encourage submissions from candidates who represent the various dimensions of diversity. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs.

While we appreciate all applications received, only those to be interviewed will be contacted.
