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**Dept:** Procurement Services

**Working Title:** Associate Procurement Officer (60)

**Date:** April 2018

**Job Class:** 8

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***PRIMARY FUNCTION:***

To administer the acquisition of goods and services for Kwantlen Polytechnic University including developing specifications, researching products, analyzing bids, negotiate terms, and monitor the performance of suppliers

***JOB DUTIES AND TASKS:***

- 1. To administer the acquisition of goods and services within established policy and procedures and under general supervision; performs purchasing work for the University including:**
  - a. Process requisitions from various University departments and divisions that may include the research of products and services in terms of quality, versatility, capacity and whether they meet the requirements of Kwantlen's internal partners.
  - b. Locate sources of supply for regular and emergency purchases.
  - c. Develops specifications, in accordance with Kwantlen policy and procedure, for various goods and services such as supplies, capital equipment, technical services and maintenance agreements.
  - d. Work and meet with suppliers to exchange information regarding availability of products, pricing and delivery requirements.
  - e. Issue competitive bids for non-complex and routine requirements, analyze submissions including preparation of spreadsheets, facilitate evaluations with internal partners and recommends award of contract. May work within a team for moderately complex competitive bids.
  - f. Prepare and issue contracts and purchase orders on behalf of Kwantlen.
  - g. Negotiates basic terms and conditions in accordance with department processes.
  - h. Resolve issues related to acquisition of supplies and services, such as delivery and pricing and including supplier performance. Brings forward any complex developments to the department team for discussion and resolution.
  - i. Participate in peer review of work of other department team members.
  - j. Interpret and explain Kwantlen processes and procedures to internal partners and suppliers, including using judgment in adapting and adjusting processes and procedures as required.
  - k. Works with internal partners and suppliers on damage and shipment issues.
  
- 2. Related duties:**
  - a. Maintains purchasing records and files including supplier information and pricing records.
  - b. Prepares various correspondence to suppliers and internal partners
  - c. Uses Kwantlen P-card for appropriate purchases
  - d. Prepare reports and correspondence relating to purchasing functions
  - e. Respond to enquiries in-person and over the telephone
  - f. When requested, assists with day to day departmental operations such as responding to inquiries for all Supply and Business Services areas, mail distribution, ordering department supplies.
  - g. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

**SUPERVISION RECEIVED:**

Reports to Manager Supply Services and receives day to day direction in operations from the Procurement Officer.

Uses own judgement within established policy and procedures. May receive direction on specific project related work from the Project Leader

**SUPERVISION/DIRECTION EXERCISED:**

Provides instructions to internal partners and external suppliers on Kwantlen's processes for acquisition. Uses own judgement within established policies and procedures for resolving issues relating to the procurement function.

**PHYSICAL ASSETS/INFORMATION MANAGEMENT:**

Maintain purchasing files and records of suppliers, goods and services and pricing; maintain and update; operate various office equipment such as computer and photocopier

**FINANCIAL RESOURCES**

Signing authority within established limits for the contracting and purchase of goods and services in accordance with policy and department procedures, credit card, initiate damage claims and authorize returns as required, verify purchase documents and transactions for accuracy and completeness.

*The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job*

**EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

1. High school diploma, minimum one year post secondary education.
2. Two to five years in a related purchasing, accounting or business operations related position.
3. Courses in business and/or supply chain management leading to a certificate in Purchasing, or similar.
4. Commitment to pursuing courses in supply chain management.
5. Intermediate knowledge of MS software including Word and Excel.
6. Basic knowledge of integrated databases.
7. Ability to compose routine and non-routine correspondence.
8. Good working knowledge of English, both written and verbal.
9. Ability to identify, analyze and resolve issues using own judgment.
10. Ability to work independently in establishing priorities and meeting deadlines.
11. Ability to work as part of a team and participate in peer reviews.
12. Ability to communicate in a courteous professional manner, in person, in writing and over the telephone with both internal partners and external suppliers.
13. Public sector work experience and asset.