

and prepared to assist
advises that in the absence of
any other information
ing - sure on the position inter
of the information
referred to
. The position is a District
s position and is, therefore,
to the School District.

POSITION DESCRIPTION SENIOR BUYER

BYSR – 4

Administers the District Purchasing Card Program:

- Oversees the related administrative tasks delegated to the administrative support position;
- Liaises with the service provider of the Purchasing Card Program;
- Liaises with Department Heads and School Principals to determine the suitability of candidates for the Purchasing Card Program;
- Reviews exceptions in purchasing card usage; and
- Provides reports on purchasing card usage for the District.

QUALIFICATIONS SENIOR BUYER

EDUCATION	<p>Diploma or Bachelor's degree in Business Administration, AND a designation as a Supply Chain Management Professional (three year program)</p> <p>OR equivalent combination of post-secondary education and purchasing experience</p>
EXPERIENCE	<p>Minimum four (4) years of senior level purchasing experience, including public sector purchasing and tendering in a medium to large organization</p>
KNOWLEDGE	<p>Proficiency in the use of word processing, spreadsheets and database software applications</p> <p>Strong analytical and negotiation skills</p> <p>Knowledge of practices, procedures, and techniques used in a medium to large, high volume computerized public sector organization</p> <p>Knowledge of legislation, provincial trade agreements, and contract law affecting contract negotiations, contract management and public sector procurement practices</p> <p>Knowledge of the competitive bidding process, including the development and posting of all bid documents</p>
SKILLS AND ABILITIES	<p>Ability to build and develop cross-functional team approaches to problem solving where individual skills and abilities are pooled to address and resolve issues that individuals are unable to solve without specialized procurement expertise and leadership</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion</p> <p>Effective written communication skills and the ability to</p>

formulate and develop contracts and bid documents

Ability to handle high volumes of work with constantly changing priorities

Analytic and reasonieon0.003 , oktli andcli niith teb.003 , h hand1 ht-4.8