Purchasing and Billing Clerk

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada’s Top Employers [1]

Office, Clerical and Technical

Purchasing and Billing Clerk

School of Environmental Science
Ontario Agricultural College

Temporary part-time from August 2016 to August 2018
(Less than 24 hours a week)

Hiring #: 2016-0254

Please read the Application Instructions [2] before applying

Reporting to the Administrative Officer, the part-time (24 hours per week) Purchasing and Billing Clerk will provide billing and purchasing support to approximately 32 Faculty and over 100 staff members and graduate students. The successful candidate will conduct internal billings, departmental invoices, prepare journal entries and will complete purchase orders, stock requisitions, and cheque requests in support of the department. In addition, the incumbent will be responsible for: receiving all in-coming deliveries pertaining to purchase orders and redirecting to appropriate staff; monitor and replenish office supplies and maintaining filing for faculty research trust funds as well as departmental accounts relating to purchasing. Administrative duties include: assisting other areas during work overload or vacation periods, answering the departmental phone line, managing building keys and performing other associated duties as required.

Requirements of the position: Community College diploma, 1 year program, in office administration plus some related experience, or an equivalent combination of education and experience. Candidates should demonstrate experience in purchasing; familiarity with general office procedures; excellent clerical, word processing, and spreadsheet skills as well as Microsoft Office Suite; excellent organizational and communication skills; strong attention to detail and the ability to prioritize; understanding of university environment, cycles, policies and procedures is preferred; initiative and ability to work effectively both independently and as part of a team; demonstrated resiliency, assertiveness, problem, solving, creative thinking, decision making, strong network and relationship building skills. Knowledge of purchasing policies and some basic accounting training will be considered an asset.

Hourly rate $19.91 per hour

Posting Date: 2016 07 04
Closing Date: 2016 07 13

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