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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

**Purchasing Clerk**

**College of Biological Science, Dean’s Office**

**Temporary full-time from October 1, 2017 to August 31, 2018**

**Temporary absence of the regular incumbent**

**Hiring #: 2017-0465**

Please read the [Application Instructions](#) before applying

Reporting to the Purchasing Supervisor, the Purchasing Clerk will support faculty, graduate students, and staff. The successful candidate will complete purchase orders, stock requisitions, systems contracts, cheque requisitions, and travel expense claims as well as managing the petty cash in the unit. In addition, the incumbent will ensure expenses are coded correctly, provide prompt payment of invoices and payables, hold a procurement card and reconcile the monthly transactions, work with Accounts Payable and Purchasing with fiscal year end procedures, reconcile purchases to accounts, do data entry, and manage electronic and hard copy files. The incumbent will work in a fast-paced, high volume environment with a group of purchasing clerks who will cover and manage the workload during periods of vacation or work overload, plus performing other duties as required.

Requirements of the position: Secondary School plus 1 year of relevant post-secondary education (Community College diploma in business or purchasing preferred) plus 1 year of 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 using the Microsoft Office Suite; excellent organizational and communication skills; strong attention to detail and the ability to prioritize; the understanding of university cycles, policies and procedures; initiative; the ability to work independently and as part of a team in a high volume, fast-paced environment; demonstrated resiliency, assertiveness, problem-solving, creative thinking, and strong network and relationship-building skills. Knowledge of purchasing systems, particularly FRS and Oracle Purchasing are considered an asset.

**Covering Position Number** 158-044
**Classification USW, Local 4120** Salary Band 3*
**Salary Range** $20.50 Minimum (Level 1)  
$22.89 Normal Hiring Limit (Level 3)  
$27.67 Job Rate (Level 7)

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a [culture of inclusion](#) is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation
Purchasing Clerk
Published on Human Resources (https://www.uoguelph.ca/hr)

Posting Date: 2017 09 20
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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply