Purchasing Clerk

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

Purchasing Clerk

Dean’s Office, College of Biological Science

Hiring #: 2019-0022

Please read the Application Instructions [1] before applying

Reporting to the Clerical 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 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 relevant experience, or an equivalent combination of education and experience. Candidates should demonstrate:

- experience in purchasing;
- the ability to work in a fast-paced environment with tight turnaround times;
- 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;
- demonstrated resiliency, assertiveness, problem-solving, creative thinking;
- strong network and relationship-building skills

Knowledge of purchasing systems, particularly FRS and Oracle Purchasing are considered an asset.

Position Number         158-041
Classification               USW, Local 4120 Salary Band 3*
Salary Range              $20.81 Minimum (Level 1)
$23.23 Normal Hiring Limit (Level 3)
$28.09 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] 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.
Purchasing Clerk
Published on Human Resources (https://www.uoguelph.ca/hr)

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply