Purchasing Coordinator

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Grant & Trust Administrative & Technical

Purchasing Coordinator

G³60 Institute for Groundwater Research, College of Engineering and Physical Sciences (CEPS)

Temporary full-time from September 4, 2020 to September 3, 2022

Hiring #: 2020-0262

Please read the Application Instructions [1] before applying

Established in 2007, the G360 Institute for Groundwater Research (G360) represents the University of Guelph’s response to global challenges relating to safe and sustainable water supplies that support human populations and ecosystems. G360 is a platform for transformational change in how we think about and engage with stakeholders from the community, government, municipalities, industry, agriculture, and engineering consulting firms, to advance research knowledge, expertise and technology relating to bedrock groundwater systems.

With an annual operating budget of $3-5M, G360 leads multi-institutional, multi-college (within the University of Guelph) and multi-disciplinary collaborative research projects and programs to better understand and manage groundwater flow and contaminant behaviour, and to communicate advances in tools, methods and technologies to the stakeholder community. The Institute hosts: (1) field-based sponsored research on privately owned industrial sites; (2) publicly funded programs and large multi-institution collaborations that are provincial, national and international in scope; (3) a major External Sponsors and Partnership program, The University Consortium for Field-Focused Groundwater Research with numerous Federal and Provincial grants and (4) a globally unique Research Station, the Bedrock Aquifer Field Facility, located at the University of Guelph.

You are an energetic and enthusiastic person who loves to assist with the administrative functions of a research institute. You enjoy taking care of various purchasing and administrative tasks to support and enable research activities. You also have a keen eye for processes and getting the best bang for the buck with any purchase.

Reporting to G360’s Chief Operational Officer and the Manager of Finance, Grants, and Contracts, you will be responsible for the following tasks:

- **Procurement**: prepare purchase orders, credit card orders, oversee expense/travel claims, and other purchase forms and documentation to support purchasing requests from staff; prepare travel arrangements for team members and process travel expenses; reconcile purchases to monthly control reports on the University’s financial systems and serve as primary liaison with University of Guelph Procurement. Core activities for this role are identifying a need, entering a request, obtaining approval, ordering, expediting, receiving goods, and payments of invoices.

- **Shipping**: facilitate international shipping and customs documentation, including priority shipping, of research assets related to ongoing and new field projects

- **Asset Management**: maintain an effective asset tracking and management system, including proactive purchasing of replacement assets based on forecasted lifecycle and usage

- **General Administration (as required)**: complete all travel bookings for the Director, assist with meeting arrangements, maintain records and files, coordinate binding and printing of manuscripts/publications/research reports; assist with the organization of workshops and conferences; support with annual course coordination including scheduling, room bookings, and other tasks as assigned.
Requirements of the position include:

- Some post secondary courses in accounting, finance, business administration, or hydrogeology (college diploma is preferred)
- 2 years of related experience in an administrative support and/or procurement role
- Demonstrated organizational skills, with the ability to multi-task, prioritize and follow up with others
- Strong attention to detail, with a keen focus on accuracy of documents, schedules, deliverable timelines, and financial information
- Great ability to collaborate with a tight-knit and supportive team
- Excellent verbal and written communication skills
- Strong proficiency with computer applications such as Microsoft Office

In addition, the following would be considered assets:

- Familiarity with technical and scientific concepts
- Experience working with GSuite business applications such as Google Drive, Google Sheets
- Experience working in a university environment
- Experience working at a research institute

This appointment is regularly performed on- campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations

Classification               Grant/ Trust fund position, Band 3
GTAT (Grant & Trust Administrative and Technical) Salary Grid [2]

At the University of Guelph, fostering a culture of inclusion [3] 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.

Posting Date: 2020 09 08
Closing Date: 2020 09 22

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