Purchasing Clerk

Forbes includes U of G Among Canada’s Best Employers
Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

College of Biological Science Dean’s Office

Hiring #: 2021-0587

Please read the Application Instructions [1] before applying

Reporting to the Clerical Supervisor, the Purchasing Clerk will support faculty, graduate students, and staff with 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: 1 year Community College program in business or purchasing plus 1 year relevant experience, or an equivalent combination of education and experience. Candidates should demonstrate:

- experience in purchasing;
- knowledge of financial processes and strong financial and mathematical literacy;
- 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;
- initiative;
- the ability to work independently and as part of a team;
- demonstrated resiliency, assertiveness, problem-solving, creative thinking;
- strong networking, customer service, and relationship-building skills;
- the understanding of university cycles, policies and procedures

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

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

<table>
<thead>
<tr>
<th>Position Number</th>
<th>158-051</th>
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<tbody>
<tr>
<td>Classification</td>
<td>USW, Local 4120 Salary Band 3*</td>
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<tr>
<td>Salary Range</td>
<td>$21.76 Minimum</td>
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<tr>
<td>$24.30 Normal Hiring Limit</td>
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<td>$29.38 Job Rate</td>
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*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.

Posting Date: 2021 11 11
Closing Date: 2021 11 18

Page category: Current Opportunity [3]

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/purchasing-clerk

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
[3] https://www.uoguelph.ca/hr/page-category/current-opportunity