

## JOB DESCRIPTION

**Position:** Purchasing Clerk/Computer Support

**Position Summary:** Under the supervision of the Assistant Secretary-Treasurer, process purchase orders, maintain purchase records and perform clerical duties.

### POSITION DUTIES

### RESPONSIBILITIES

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|---------------------|--|
| 1. Purchasing       | <ul style="list-style-type: none"> <li>• prepare tenders and purchase goods</li> <li>• assign vendor and purchase order numbers</li> <li>• maintain purchase order files</li> <li>• process annual bulk orders</li> </ul>  |
| 2. General Clerical | <ul style="list-style-type: none"> <li>• type and file a variety of information including bids at tender openings</li> <li>• maintain catalogues</li> <li>• assign district codes to new equipment and update inventory records to schools and departments</li> <li>• maintain a record of shipments</li> <li>• maintain inventory stock records and take Inventory of Central Stores</li> </ul> |
| 3. Computer Support | <ul style="list-style-type: none"> <li>• maintenance, upkeep and troubleshooting of computerized systems</li> <li>• training staff, providing direction and explaining work procedures to others</li> </ul>  |
| 4. Communication    | <ul style="list-style-type: none"> <li>• communicate with staff and others and respond to inquiries and provide general information</li> <li>• maintain confidentiality of information</li> </ul>  |

Other comparable or transient duties which are within the areas of knowledge and skills required by the job description may also be assigned.

### **Qualifications, Fitness and Ability**

Completion of Grade 12 plus one year relevant post-secondary training including computer support services and PMAC courses.

Six months recent successful experience in purchasing which would include extensive experience in dealing with quotes and tenders.

Proven ability to operate a computer with word processing, database, spreadsheet and communication applications.

Demonstrated ability to communicate effectively, both orally and in writing with students, employees and the public.