



POSITION VACANCY

Call Number:	2020 - 45
Position:	Procurement Assistant
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday 8:00 am to 4:00 pm (35 hour work week)
2020 Salary Range:	\$53,974 to \$67,467
Date Posted:	November 12, 2020
Closing Date:	November 27, 2020 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Friday, November 27, 2020.**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION **Finance**

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Procurement Assistant

POSITION SUMMARY: Assist and provide administrative support for the Purchasing function including Stores and Courier services.

RESPONSIBLE TO: Manager of Procurement

RESPONSIBLE FOR:

1. Assists with the preparation, issuing and posting of tenders, quotations, request for proposals, purchase requisitions, purchase orders and other procurement documents through the various software applications.
2. Performs general purchasing duties, obtaining price quotations from vendors, processing purchase requisitions, issuing purchase orders and other documents, expediting and other assigned duties.
3. Prepare and maintains record management including: files, archives, minutes, policies, reports, correspondence, spreadsheets, etc.
4. Responsible for preparing and issuing all Stores quotes, bid summaries and preparing purchase orders for issuing to successful bidders. Works with stores on inventory and setup of items in the software application.
5. Assists with the setup of contracts in the software application.
6. Provides administrative support for the Manager of Procurement including coordinating council reports, responding to correspondence, providing research, statistical analysis and other matters related to Purchasing.

POSITION REQUIREMENTS:

Minimum a college diploma in Business Administration or related field.

Ontario Public Buyers Association Certificate is an asset.

At least three (3) years' experience in administration and purchasing.

Intermediate computer skills and proficiency in financial applications, including bidding systems and inventory systems.

Revised: November 10, 2020