



POSITION DESCRIPTION

Position Title: Purchasing Agent

Division:

Finance

Classification: PA2

Supervisor's Title:

Purchasing Director

POSITION SUMMARY

Reporting to the Purchasing Director, the Purchasing Agent is responsible for ensuring compliance and administration of the procurement function within Assiniboine College.

The Purchasing Agent is responsible for the acquisition of goods, supplies, equipment and services necessary for the continuous operation of the College in accordance with established policies and procedures. Responsibilities include reviewing requisitions, processing purchase orders and communications with vendors and internal staff.

RESPONSIBILITIES AND ASSINIBOINE COLLEGE ACCOUNTABILITIES

General Accountabilities:

- Create value by introducing innovative solutions that can impact results, enhance profitability and assist Assiniboine in meeting its business objectives and goals.
- Assist with the development, coordination and compliance of policies and procedures regarding procurement processes and actively promote these initiatives.
- Provides advice, guidance and training to academic and support staff regarding policies and procedures.
- Establish and build strong relationships with internal and external customers and other key stakeholders of Assiniboine College.
- Provision of on-going training and maintenance of the college's computerized purchasing system,
- Assist with suppliers' communications including evaluations, follow ups and corrective actions as needed.
- Refer any potentially contentious issues, and or complaints to Purchasing Director
- Visit user departments/divisions and participate in meetings to discuss problem areas, explain and promote effective purchasing practices and answer questions in the interest of providing effective support, while ensuring appropriate policies and procedures are followed.
- Works with customs brokers to ensure compliance with Canada Customs and Revenue Agency (CCRA) importation rules.
- Helps stores in the resolution of problems identified with vendor orders. This would include incorrect quantities and goods, damaged items, price discrepancies and returns.
- Works with vendors on the return of incorrect and non-approved goods delivered to the college.
- Assist in resolving Assiniboine College's Accounts Payable invoice discrepancies and variances
- Knowledge of outside policies. I.e.: MLCC, CSA, Customs

RESPONSIBILITIES AND ASSINIBOINE COLLEGE OUNTABLEITIES

Purchasing:

- Ensure the purchasing functions of Assiniboine are within the context of external and internal policies and guidelines.

Processing Requisitions and Purchase Orders

- Review, analyze, and edit requisitions from user departments to ensure the adequacy of tender/purchase descriptions and that data related to specifications, pricing, delivery, inspection and special conditions where necessary, have been provided.
- Prepare and monitor requisitions to ensure compliance with policy, guidelines, legislation and provincial and/or federal laws.
- Provide direct assistance when required to user departments in the preparation of complex requisitions.
- Ensure requisition details, specifications and timelines are converted to purchase orders and communicated to vendors.

RFP, RFQ, RFI Development, Evaluation and Award

- Assist in the development and analyze procurement specifications to ensure they are conducive to competitive tendering or procurement and ensure adequate justification is provided by the user department for non-competitive or sole sourcing arrangements
- Advertise requirements on an electronic tendering system or issue tenders directly to vendors
- Review and evaluate quotations and proposals, prices, terms and conditions for agreements and contracts. Review quoted equivalent alternatives with user departments as necessary and indicate recommendations Assiniboine College accordingly.
- Allocate the award of contracts under present delegated signing authority for competitive and non-competitive purchases

Negotiation and Administration of Contracts

- Assist users in the negotiation of contracts (price, terms and conditions) for materials, supplies, equipment and services with qualified vendors.
- Ensure contracts with suppliers and vendors are consistent with Assiniboine's objectives.
- Anticipate and negotiate possible price changes while trying to reduce the costs and improve services to user departments
- Assist with contract administration (inspection, special shipment, payment, customs clearance and warranty requirements etc)
- Assist with review and resolve contractual problems (product substitutions, late deliveries and quality issues etc)
- Assist with business reviews with the vendors for existing contracts to ensure cost efficiency, vendor performance, etc.

Asset Inventory/Disposal

- Ensure that all of Assiniboine's assets are recorded and accounted for accurately, completely and on a timely basis.
- Ensure that the recommended methods of disposal as per Assiniboine's policy are adhered to.

KEY RELATIONSHIPS

Staff Positions Directly Supervised _____

Staff Positions Indirectly Supervised _____

Other Key Relationships:

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Have relevant education and appropriate accreditation with supply chain/procurement associations (e.g., SCMA) or equivalent
- Minimum 2 years senior purchasing experience in high volume purchasing environment
- The incumbent will be computer literate and have experience with computerized purchasing systems within higher education
- Must have experience an ability to work within an integrated financial system and various software applications including Microsoft Word and Excel.
- The work requires a high degree of independent thinking, judgement and decision making for the procurement of goods and services within the college.
- The work also requires an individual to be organized and meet purchase deadline commitments, on an ongoing basis.
- The purchasing agent must use tact and discretion in dealing with all segments of the public, including industry and college staff. The ability to communicate, both orally and written, is essential.
- The work requires individuals to keep pace with changing aspects of procurement, including policies, techniques, procedures, products, sources and market trends.
- Have a working knowledge of all relevant federal, provincial, local regulatory requirements surrounding procurement and supply chain including MERX, NAFTA.
- Demonstrated ability to solve problems within a large organization (preferably in the post-secondary environment), with good analytical, interpersonal and communication skills. The incumbent will possess the ability to establish and maintain an effective working relationship with all levels of the organization.
- The ability to establish effective relationships with students, staff, corporate partners and external vendors is essential to the successful and effective operation of Purchasing Agent's functions/responsibilities.
- Familiar with Manitoba Workplace Safety and Health legislation.

Employee's Signature

Date

Supervisor's Signature

Date