

Brandon School Division is currently accepting applications for a Purchasing Administrator.

This is a **Term** position to commence November 12, 2024 with Termination September 26, 2025. Salary range is \$53,994 to \$63,715 per annum (Currently Under Review), with comprehensive benefits package.

Purpose of Position

The Purchasing Administrator will administer the tendering and purchasing process for Brandon School Division to ensure administrative procedures and best practices are followed. This position also provides confidential administrative, secretarial, clerical and reception support services for the Assistant Secretary-Treasurer. The role contributes to the smooth and efficient operation of the Division by ensuring that support services are provided effectively and efficiently.

Duties and Responsibilities

Reporting to the Assistant Secretary-Treasurer, the Purchasing Administrator is responsible for providing direction, advice and support to departments to determine business requirements, specifications, sourcing strategies and performing supply chain management functions including research, development of bid opportunities and analysis. The Purchasing Administrator provides administrative and clerical assistance to the Office of the Secretary-Treasurer. Other duties and responsibilities are as established by the Assistant Secretary-Treasurer within the parameters of the job profile.

Required Qualifications

- Bachelor's Degree or College Diploma (Business Administration or related field) and/or equivalent education and experience;
- Minimum of three (3) years of work-related experience in a business office environment;
- Advanced computer skills are required in Microsoft Office programs and a good working knowledge of ERP systems;
- Demonstrated ability to maintain confidentiality of information in the workplace;
- Strong organizational and time management skills with the ability to set priorities and meet deadlines;
- Excellent reception, public relations, and interpersonal skills;
- Effective oral communication skills and writing skills are required to draft correspondence and to compose materials and reports;
- The ability to work independently and cooperatively as an effective member of a team;
- Demonstrated knowledge of office procedures and equipment.

Preferred Qualifications

- Supply Chain Management Diploma, or equivalent.
- Experience in purchasing (centralized purchasing environment).
- Previous working experience in public sector or school division.
- Experience using public relations skills.

Your cover letter must clearly indicate how you meet the required qualifications.

Please visit the Brandon School Division website at [Careers \(bsd.ca\)](https://careers.bsd.ca) to view the full job posting and to apply online. Deadline for receipt of applications is 12:00 noon, Thursday October 17, 2024

Employment will be subject to a Criminal Record Check and a Child Abuse Registry Check completed within the four months preceding the date of application with results satisfactory to the Brandon School Division.

Brandon School Division will give consideration to gender equity, visible minorities, indigenous peoples, and persons with disabilities. The Brandon School Division thanks all applicants for their interest. Only those selected for an interview will be contacted.

Upon request, Brandon School Division will provide reasonable accommodations to applicants disabled by barriers during the interview and assessment process.