

Procurement Clerk

Procurement Services

Competition #115

Please apply with a cover letter and resume online at: <https://jobbank.brandon.ca/>

Position Conditions: This permanent, full-time position (36.25 hours per week) will be offered in accordance with conditions identified in the Collective Agreement between the City of Brandon and CUPE Local 69. First consideration will be given to current City of Brandon CUPE employees. The City of Brandon reserves the right to underfill this position.

Rate of Pay: \$28.02 - \$29.18 per hour – 2025 rates.

Closing Date: 11:59 PM on June 25, 2025.

This competition will include testing and an interview.

PURPOSE OF POSITION

Reporting to the Procurement Specialist, this position is responsible for front-line support for Procurement Services. The Procurement Clerk will be responsible for ensuring compliance with the City of Brandon Tendering & Procurement Policies and Federal & Provincial Legislation with respect to procurement tasks and functions, such as preparing purchase orders and correspondence as required and when providing advice and guidance to departments. The Procurement Clerk is the first point of contact for Procurement Services for external participants in the procurement process. This position is part of a team and is responsible for performing other clerical functions within the department when required.

TYPICAL DUTIES AND RESPONSIBILITIES

- Manages all customer enquiries made by phone, in person or in writing, in a courteous and expedient manner, and acts as a resource person for purchase orders and related enquiries.
- Responsible for providing direction, advice and support to departments regarding Purchase Orders
- Verify all authorities are in place prior to authorizing/issuing Purchase Orders.
- Ensure compliance with the City's Tendering and Procurement Policies.
- Responsible for maintaining and tracking bidder inquiries.
- Responsible for preparing bid documentation including summary sheets, unevaluated bid results and letters of notification.
- Responsible for inputting and updating advertising regarding the Bid Opportunities on the internet (Ex: MERX), on the City website and other publications as required.
- Responsible for initiating, developing and maintaining effective collaborative relationships with departments and assisting with resolution of a variety of procurement matters.
- Responsible for educating and training departments purchase order entry, receiving and year-end procedures.
- Responsible for auditing and issuing Purchase Orders (PO's) by reviewing supporting documentation to facilitate efficient receiving and invoice processing.
- Responsible for investigating outstanding invoices and closing out Purchase Orders (PO's).
- Responsible for maintaining accurate records and document management to ensure accountability and for audit purposes.
- Perform weekly, monthly, and annual processes such as inputting and reconciling information and

running reports.

- Continually promote services of Procurement Services and support the core values and business practices of supply chain management.
- Perform internal audits for data accuracy.
- Performs some of the responsibilities of other clerical & cashier functions within the Department due to staffing levels and when workloads require increased attention.

NOTE: This description is not intended to limit the assignment of work or be construed as a complete list of the many duties to be performed by the incumbent.

MANDATORY QUALIFICATIONS & EXPERIENCE

- Grade 12, G.E.D., C.A.E.C., or Mature High School Diploma;
- Graduate of a recognized post-secondary institution in Business or relevant field;
- Minimum of three (3) years' experience in a business office environment.

PREFERRED QUALIFICATIONS & EXPERIENCE

- Supply Chain Management Diploma, or equivalent;
- Experience using public relations skills;
- Experience in procurement (municipal procurement and centralized procurement environment)

WORK CONDITIONS

The Procurement Clerk works independently and in a team environment.

- Work in a shared and consultative manner with other employees (daily).
- Wide variety of tasks requiring ability to manage multiple unrelated projects and make independent decisions (daily).
- Self-motivated, and quality driven, to perform independent projects (daily).
- Work is normally subject to periodic checks by a member of the Finance Management Team who are available for advice on difficult or unusual problems, as well as through internal controls, audit and review of reports (occasionally).
- Responsible to the Procurement Specialist.

Please contact HR@brandon.ca for a complete job description.

The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you are interested in finding out more about the City of Brandon job opportunities as soon as they are posted, please follow us on Facebook or X!