

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows**

**JOB DESCRIPTION**

**JOB TITLE:** Buyer I

**DATE:** October 2019

**REVISED:** March 2021

**PAY GRADE:**

**LOCATION:** District Education Office

**SUMMARY:** Working under the direction of the Purchasing Manager, is responsible for supporting the purchasing function in the District, processing approved requisitions and for the inventory of consumables and furniture.

**DUTIES:**

1. Reviews all requisitions received for completeness, including description, appropriate approval, delivery date, tax classifications and receipt point.
2. Determines/compares/evaluates best prices, discounts, credits, warranties, delivery, freight-on-board point, tax status, quality and suitability of product; places orders; and enters into contracts to ensure timely delivery with maximum benefit to the District.
3. Prepares and processes purchasing documentation and ensures that all pertinent information of the contractual obligation is covered and is reflected on the document.
4. Communicates purchasing policies and requisition procedures to School District staff as to suitability and availability of products. Maintains libraries, catalogues and resource files.
5. Locates, develops and maintains sources of supply; analyses and evaluates market conditions and trends; visits suppliers and exhibitions to keep abreast with new developments, techniques and products. Establishes and maintains rapport with suppliers and disseminates appropriate information to internal users.
6. Recognizes and evaluates alternative methods of procurement consistent with district procurement policies to improve purchasing performance.
7. Enters vendor's name, amount and account number of each transaction into computer data base.
8. Receives and processes goods as required.
9. Processes and negotiates claims against suppliers for unsatisfactory service or for goods damaged in transit.
10. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 plus one year of post-secondary course work in supply chain management, or equivalent credits through the Supply Management Training Program, combined with two (2) years experience in the field of Purchasing, preferably in the public sector.
2. Ability to make arithmetical computations quickly and accurately, as well as making analytical and logical evaluations, measuring quality and suitability vs. prices and other related factors.
3. Proficiency with office equipment, computers and a variety of software applications including word processing and spreadsheets including experience with Purchase Order Management and Auto Tendering systems.
4. Ability to organize and prioritize high volumes of work, while maintaining attention to detail and accuracy.
5. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
6. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMEBER'S SIGNATURES:**

	
	