



Provincial Job Description

TITLE:
(481) Purchasing Agent Coordinator

PAY BAND:
15

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinate the activities of the Purchasing Agents/Clerks and ensures purchasing procedures are maintained. Tenders, awards and manages purchasing contracts for supplies, services and equipment for departments.

QUALIFICATIONS:

- ◆ Grade 12 plus
- ◆ Supply Chain Canada – Supply Management Training

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Interpersonal skills
- ◆ Communication skills
- ◆ Analytical skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Valid driver's license

EXPERIENCE:

- ◆ **Previous:** Thirty-six (36) months previous experience working as a Purchasing Agent in a computerized health care materials/inventory/stores setting.

KEY ACTIVITIES:

A. Coordination / Supervision

- ◆ **Coordinates and organizes department workflow; schedules staff.**
- ◆ **Provides departmental coordination/supervision.**
- ◆ **Provides orientation and training for staff.**
- ◆ **Provides input into performance appraisals and performance reviews.**
- ◆ **Assists with interviews and hiring of new staff.**
- ◆ **Maintains departmental employee and attendance files (e.g., sick and vacation balances, education tracking).**
- ◆ **Maintains and audits time sheets, makes corrections, forwards to payroll.**

B. Vendor Negotiation

- ◆ **Solicits/researches service/equipment/vendors in conjunction with end-user.**
- ◆ **Solicits quotations and requests for proposal.**
- ◆ **Coordinates the evaluation of tenders and requests for proposal.**
- ◆ **Submits requests for tenders.**
- ◆ **Arranges for product/equipment demonstrations/evaluations.**
- ◆ **Negotiates and awards service/supply/capital equipment contracts.**

C. Purchasing Support

- ◆ **Completes department requisitions, checks for accuracy, verifies discrepancies.**
- ◆ **Coordinates and channels work to purchasing support staff (e.g., vendor research).**
- ◆ **Assists with the development/implementation of policies and procedures.**
- ◆ **Researches suppliers/distributors and products/product alternatives (e.g., catalogues, Internet, business contacts).**
- ◆ **Liaises with user departments regarding contracts/tenders.**
- ◆ **Provides technical explanation/advice on purchasing procedures and practices to user departments.**
- ◆ **Reconciles and follows-up on purchase orders/invoices/damaged items/credit items and late deliveries.**
- ◆ **Expedites backorders.**
- ◆ **Resolves issues regarding quantity, quality and price.**
- ◆ **Researches/monitors product usage, price fluctuations, vendor performance.**
- ◆ **Conducts audits on vendor performance.**
- ◆ **Assists other departments with negotiating and administering service contracts.**
- ◆ **Provides follow-up on end-user satisfaction.**
- ◆ **Assists with the sale/disposal of used equipment.**
- ◆ **Negotiates solutions with vendors as warranty claims.**

D. Related Key Work Activities

- ◆ Prepares statistical reports.
- ◆ Assists with Provincial Group Purchasing Agreements.
- ◆ Participates in the standardization review process.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 18, 2024