

ADMINISTRATIVE ASSISTANT (Purchasing)

CUPE 2357 – Level 3

CORE FUNCTION:

Under the direction of the Purchasing Officer, the administrative assistant processes purchase orders; performs administrative duties in support of the purchasing function and the tendering process; and performs other duties, as assigned by the supervisor.

MAIN DUTIES:

Processes purchase orders:

- verifies/corrects incoming purchase requisitions and assigns a P.O. number
- logs all Purchase Orders and forwards to Purchasing Officer for approval/signature
- separates and distributes P.O. copies, as designated
- forwards logged P.O.'s to Accounting Department
- sends Purchase Order to supplier
- maintains purchase order filing system

Performs administrative duties:

- responds to inquiries or directs to the appropriate person
- word processes memos, letters, advertisements, tender/quote documents, etc.
- data enters and maintains Automatic Tendering System (ATS)
- maintains quotation/tender filing system

Performs other duties, as assigned by the supervisor.

SUPERVISION OF STAFF:

There is no supervisory responsibility.

QUALIFICATIONS:

- Secondary school graduation
- 1 year of Community college in a related field
- 2 years of related experience
- Accurate keyboarding skills (60 w.p.m.)
- Good organizational and interpersonal skills
- Familiarity with spreadsheet packages
- Knowledge of Automated Tendering System and Purchase Order Entry System would be an asset

Individuals who possess an equivalent combination of education and experience may also be considered.