
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Purchasing

Grid: 21

Class Title: Clerk V, Purchasing

I. Level Definition

Positions at this level process individual purchase requests by performing duties such as meeting with user departments, determining source of supply providing information to user departments and suppliers through to the point of ordering and forwarding purchase orders to appropriate authority for approval.

II. Typical Duties

1. Processes individual purchase requests by:
 - a) Meeting with user department to identify requirements.
 - b) Determining the source, availability and price of goods.
 - c) Arranging for product evaluation and demonstration.
 - d) Completing related manual and/or electronic forms and preparing purchase order based on user department's request.
 - e) Forwarding purchase order to appropriate authority for approval.
2. Answers inquiries on outstanding purchase orders and related requests for information; follows up on requests as required.
3. Prepares and maintains related inventory catalogue system.
4. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 supplemented by accounting courses and three years' recent, related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.