
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Technical

Class Series: Purchasing

Grid: SD34 (A)

Class Title: Buyer Supervisor

I. Level Definition

Positions at this level supervise Buyers and other designated staff and purchase a variety of equipment, supplies and services by selecting suppliers, negotiating price and delivery dates and approving purchase orders.

II. Typical Duties

1. Supervises Buyers and other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Reviews requisitions and consults with departments regarding requirements such as specifications, quantity, quality, costs and delivery dates; recommends substitutes to improve delivery and/or save costs.
3. Contacts suppliers for information such as price, delivery dates and taxes; selects suppliers, negotiates prices and delivery dates and places orders for a variety of equipment, supplies and services; maintains related files and records.
4. Prepares specifications and conditions for the formal tendering of equipment, supplies and services; solicits and analyzes quotations from vendors and negotiates supply and service contracts.
5. Carries out follow-up activities such as monitoring delivery dates, resolving shipping problems and expediting late deliveries.
6. Contacts and maintains sources of supply and interviews suppliers' representatives; evaluates and provides information on supplier performance as required.
7. Arranges for the disposal of obsolete equipment and/or surplus supplies as required.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, supplemented by recognized purchasing courses, plus five 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 supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.