



**Treasury Department
Purchasing Assistant**

The City of Pembroke Operations Department is currently seeking a **Full-Time Purchasing Assistant** to join their team.

About Us

The City of Pembroke is the Heart of the Ottawa Valley. You can do it all from beautiful Pembroke thanks to our unparalleled quality of life, competitive property costs, cost of living, critical infrastructure, healthcare, education resources, and proximity to Ottawa. Enjoy a work-life balance set according to your terms in Pembroke. Learn more about us at

www.pembroke.ca

Position Summary:

Under the direction of the Purchasing Manager/Deputy Treasurer, to assist and support the formal purchasing function at the City for all Departments in accordance with the City's Procurement Policy and procedures as applicable.

Qualifications:

- A post-secondary diploma in office administration, business administration or an equivalent combination of education and practical experience.
- Principles of Effective Public Purchasing Certificate offered through Ontario Public Buyer's Association (OPBA) or willingness to obtain it or equivalent certification.
- Proven successful and progressive experience in the performance of administrative duties for a minimum of two (2) years. Previous work experience in purchasing would be considered an asset.

Hours of work:

40 hours/week (7:30 AM to 4:00 PM) Monday to Friday with occasional overtime.

Salary and Benefits:

- \$50,124.94 to \$57,973.84 annually (salary under review).
- Extended Health Care, Dental, Vision, Life Insurance, Long Term Disability and Accidental Death insurance.
- 15 days' vacation plus 2 wellness days.
- OMERS pension.
- Professional development and skill-based training opportunities
- Employee and Family Assistance Plan.



Applicants are invited to submit in confidence a detailed cover letter and resume by 4:00 on Friday March 22, 2024.

Arin Crinnion - Human Resources Coordinator
City of Pembroke
1 Pembroke St. East, Pembroke, ON K8A 3J5
Email: [Human Resources](#)
Fax: 613-735-3660

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accommodation for applicants with disabilities is available upon request.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act, RSO 2001*, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the personal information is collected pursuant to the Municipal Act, R.S.O. 2001, Chapter c.25 and will only be used to determine the qualifications for employment.



TITLE:	Purchasing Assistant
DEPARTMENT:	Treasury
REPORTS TO:	Purchasing Manager/Deputy Treasurer

Position Summary:

Under the direction of the Purchasing Manager/Deputy Treasurer, to assist and support the formal purchasing function at the City for all Departments in accordance with the City's Procurement Policy and procedures as applicable. To provide backup administrative support to the Operations Department during leave periods of the Administrative Coordinator.

Education/Qualifications/Experience:

- A post-secondary diploma in office administration, business administration or an equivalent combination of education and practical experience.
- Principles of Effective Public Purchasing Certificate offered through Ontario Public Buyer's Association (OPBA) or willingness to obtain it or equivalent certification.
- Proven successful and progressive experience in the performance of administrative duties for a minimum of two (2) years. Previous work experience in purchasing would be considered an asset.

Skills and Abilities:

- Must possess a high level of interpersonal and customer service skills, with the ability to exercise tact, diplomacy, and good judgment.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities, and meet deadlines.
- Sound understanding of purchasing, accounts payable, inventory, and general ledger reconciliation.

**General Scope of Duties:**

- Coordinate and administer the formal procurement activities of the City including but not limited to Request for Tender, Request for Proposals, Formal Request for Quotation, Requests for Information and Requests for Pre-qualification.
- Preparation of advertisements and notices for the procurement process in an accessible format, placing in newspapers, on website and forwarding to other procurement advertising forums.
- Distribute and track quotations/tenders/requests for proposals/addendums and general correspondence for procurement-related activities to vendors and bid submissions.
- Provide general procurement-related information to the public and potential bidders and exceptional customer service when responding to public inquiries on the telephone, in person, via email and fax. Resolve complaints within scope of information and authority and refer to others, as appropriate.
- Coordinate the addenda process, ensuring procurement deadlines are met.
- Draft general correspondence letters, memos, and reports regarding ongoing procurement activities including award notifications with accuracy and accessibility. as applicable for the Treasury Department.
- Support the Purchasing Manager/Deputy Treasurer in the research, development, preparation, and review of procurement documents.
- Provide backup support to the Purchasing Manager/Deputy Treasurer at tender openings.
- Track Certificates of Insurance and WSIB Clearance Certificates for active projects to ensure ongoing validity as well as unsolicited proposals from vendors.
- Prepare purchase requisitions for approval/signature and purchase orders for issue to vendors. Upon receipt of the associated invoice, to match, code, circulate for approval and process invoices, reconciling discrepancies between the invoice and the purchase order within established purchasing procedures.
- In liaison with the Purchasing Manager/Deputy Treasurer, ensure timely and accurate processing of capital invoices, holdback payments under the Construction Act, and associated general ledger account reconciliations.
- To assist the Stockkeeper in the taking of inventory annually and support the Stockkeeper with any day-to-day inventory management issues as required.
- Support grant reporting on various capital projects and provide project/asset information to Operations staff when required.
- Establish and maintain filing systems, including general filing as required.
- May handle any specialized administrative work which may be of a confidential nature.
- Perform other duties as may be assigned.

Decision Making and Judgement:

- Regularly exercises judgement and selects best methods for completing tasks.

**Accountability:**

- Responsible for accuracy in performance of work
- Safeguarding confidential/restricted information

Leadership/Supervision:

- This position has no supervisory responsibilities.

Interpersonal Skills and Contacts:**Internal**

- Support staff of other sections within the department and staff within the Corporation for related jobs within the scope of the job description.

External

- General public
- Government ministries and regulatory officials/agencies
- Other municipalities

Working Conditions:

- Office Environment
- May be required to attend evening meetings.
- Overtime work may be required.
- Travel may be required for training.
- Hold a valid Ontario Driver's License.

Physical Skill and Effort:

- Light lifting not exceeding 5kg.

Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and ensuring overall compliance with the City's health and safety program. Follows all guidelines and requirements for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.

Hours of Work: 40 hours/week (7:30 AM to 4:00 PM) Monday to Friday
Occasional overtime.