



**POSTING #400-12-26
(Internal Posting)**

CUPE (Office, Clerical & Technical)

The Near North District School Board

requires a

1.0 Permanent Purchasing Clerk

(Effective immediately)

Duties and Responsibilities:

- Opening, sorting and distributing incoming purchasing mail or courier as required
- Processing purchase order requisitions/requests and ensuring compliance with the Purchasing Administrative Guideline and internal controls
- Responsible for communication to requisitioners with regard to follow-up of insufficient budget dollars available, improper costing of general ledger account and non-compliance issues with regard to purchasing administrative guideline
- Printing of Board purchase orders and mailing/faxing to vendors and distribution to accounts payable department
- Responsible for vendor file additions and modifications
- Assisting in disposal of surplus furniture and equipment
- Assisting in building and maintenance of BAS2000 electronic stock files
- Acting as liaison person in addressing queries and resolving issues as they relate to the processing of purchase orders
- Assisting the Supervisor of Purchasing in bulk orders and the tender process

Qualifications:

- Minimum Grade 12 education
- 1 to 3 years experience in a purchasing environment

Skills Required:

- Demonstrated experience and knowledge in computerized purchasing/accounting
- Demonstrated understanding of accounting concepts
- Proficiency with spreadsheets and word processing
- Good mathematical and analytical skills
- Excellent verbal and written communication skills
- Excellent organizational skills

Rate of Pay: \$22.15 – \$24.65 per hour

Interested candidates with the specified qualifications should submit a C.U.P.E. application form and resume by
4:00 p.m. on Wednesday, February 29, 2012:

**Human Resources
Near North District School Board
hrrecruitment@nearnorthschools.ca**

Confirmation of receipt of application can be made by sending an email to barrowclic@nearnorthschools.ca or by calling Cindy at ext. 5068.