

Job Information

Job title	Buyer	Job Code: BUYER	Pay Grade: I
Title of immediate supervisor	Manager of Purchasing Services		
Department/Division	Finance / Purchasing		
Prepared by	N. Pallan		
Date Created	May 22, 2015	Revised date	June 2023
Dept Head Signature	Originally signed by Valla Tinney	Date	Feb 21, 2020

Job Purpose

Provides procurement services to municipal departments in accordance with the commitment to ensure best value for money expended on goods, services and construction.

Duties and Responsibilities

- Provides advice and guidance on purchasing issues and the contracting process while considering Saanich policies, Canadian and International Contract Law, Trade Agreement rules and obligations, and best practices.
- Performs technical purchasing assignments for a wide variety of commodities and services, including construction.
- Receives, prioritizes and processes requisitions for purchase orders for multiple departments.
- Reviews department requirement with end users, performs research of products/services, reviews and advises on detailed specifications, determines method of purchase and collaborates with user department on best value evaluation criteria (including price, delivery options, quality, availability, and reliability).
- Composes and prepares purchase orders, requests for quotations, tenders, or request for proposals (RFP).
- Researches and selects vendors and goods and services according to reliability, price, quality, delivery options, terms and conditions.
- Conduct request for quotation, tender and request for proposal process and openings, maintains confidential records, interprets results, evaluates products and services, conducts evaluation committees, analyses justifications, prepares related spreadsheets, formulates recommendations to municipal user departments, and provides debriefing to unsuccessful suppliers.
- Establishes and maintains a good working relationship with internal customers, suppliers and regional purchasing professionals.
- Interviews sales representatives and manufacturers' representatives regarding price, quality, new products and availability of goods.
- Coordinates purchases with the Municipal Stores staff to maintain an acceptable level of inventory.
- Participates in the review of supplier performance
- Resolves invoicing and shipping problems.
- Schedules annual quotations and tenders.
- Monitors and updates cardholder information in the Purchasing Card System and changes their purchasing limits as required.
- Conducts site visits and issues addenda as necessary.
- Performs other related duties as required.

Qualifications

- Grade 12 graduation or equivalent.
- Certificate or one year post-secondary education in related field (Business Administration, Finance)
- Diploma of Supply Management from Supply Chain Canada.

- Three years of purchasing experience, preferably in a public environment.
- An equivalent combination of education and experience may be considered.

Physical Requirements

Attends site visits which includes walking on uneven terrain, climbing ladders, entering spaces with low head room.

Working Conditions

Works mainly in an office environment. Site visits can be outside in all-weather conditions. Personal protective equipment required for some site visits (Safety Boots, hard hat, and high visibility vest).