



# Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9  
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

Job Title	<b>Buyer</b>
Department	Finance
Location	School Based
Reports to	Manager of Finance/Secretary Treasurer

## GENERAL DESCRIPTION

Reporting to the Secretary Treasurer or designate, the Buyer Facilitates strategic purchasing and procures a wide variety of goods, materials and services. Processes purchase requisitions, clarifies user requirements, prepares tenders, researches product/service specifications and obtains quotations. Ensures purchases are defensible, ethical and of optimal value.

## TYPICAL DUTIES & RESPONSIBILITIES

- Reviews purchasing requisitions, verifies goods and services ordered. Discusses and clarifies requirements and possible alternatives.
- Writes product descriptions and specifications. Develops and writes requests for quotations (RFQs) and ensures processing of documentation.
- Analyses and evaluates bids and quotations to ensure all comparative data is considered. Recommends alternatives, signs and forwards purchase orders to the appropriate manager for approval.
- Assigns, prioritizes and directs the work of support staff engaged in related work.
- Reviews bidders' products and services. Liaises with vendors to evaluate products and services and resolve problems
- Maintains records and documentation related to purchasing systems and buying history.
- Assists with oversight of contracts including monitoring, resolving issues and ensuring the district's interests are protected.
- Acts as a staff resource for product standards, costing, sources and ordering processes.
- Sources items. Discusses requirements with suppliers and obtains information for evaluation. Reviews findings with end-users.
- Determines correct application of federal and provincial sales taxes, customs and excise duties. Obtains release of goods through customs.

- Reconciles supply documents with orders and contracts.
- Resolves issues with user departments. Arranges for replacements or refunds. Negotiates the exchange of goods. Expedites warranty claims.

### TYPICAL QUALIFICATIONS & SKILLS

- Grade 12.
- Supply Chain Management Diploma of the Purchasing Management Association of Canada (equivalent to 2 year post secondary education).
- Three years purchasing experience.

FOR CMSD:	Kiran Bath	<i>Title</i>	Director of Human Resources
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FOR CUPE:		<i>Title</i>	CUPE JEMC Representative
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