



The Corporation of the City Of Brantford Finance

requires

Assistant Buyer Job ID #2012

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Coordinator of Purchasing -Operating, the Assistant Buyer will be responsible for the processing of requisitions, purchase orders, and change orders through JD Edwards software while ensuring accuracy and compliancy to the Purchasing Policy, as well as being the main point of contact with City departments to provide support and training as it relates to this function. The Assistant Buyer is responsible for the timely negotiating of contract renewals, preparing and issuing low value quotations, and assists in maintaining information in the Purchasing Division's Corporate Contract List. The Purchasing Division utilizes an end-to-end e-procurement solution and the Assistant Buyer will be responsible for maintaining data within the Bids & Tenders Contract Module, including insurance certificates and WSIB. The Assistant Buyer will provide administrative support to the division as required related to RFQs, RFTs and RFPs, including preparing reports, sourcing, receiving and expediting various commodity needs. Other duties include but are not limited to front line customer service, records management, auditing of invoices, coding and verifying monthly journal distribution, and asset disposal.

QUALIFICATIONS

- Possess a two (2) year community college diploma in Business - Purchasing / Supply Chain Management or have completed a two (2) year Community College Diploma in Business Administration with at least two (2) years' experience in an Assistant Buyer or equivalent role.
- The ideal candidate will be an active and current member of OPBA and have completed the Introduction to Public Purchasing course and be enrolled and working towards the "Effective Public Purchasing Certificate" program.
- A certificate from OPBA or SCMAO would be considered an asset.
- Candidates will have a thorough working knowledge of business software applications including MS Word, Excel and Outlook.
- Previous work experience in Bids&Tenders, JD Edwards and Versatile software would also be considered an asset.
- Applicants must have excellent analytical, problem solving, organizational, written communication, and strong attention to detail skills.
- Applicants may be required to undergo skills assessment testing.

WAGE/SALARY RANGE: \$30.65 to \$34.06 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, March 14, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.