



Job Title: Regular Full-Time Junior Buyer

Posting Number: 004969

Department: Corporate and Finance Services Department

Branch: Finance Services

Location: City Hall

Posting Start Date: 2024/08/12

Posting End Date: 2024/08/22 by 4:30pm

Employment Group: CUPE 251

Salary Grade: 06, \$34.21 - \$37.99

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Supervisor, Procurement, the Junior Buyer is responsible to support, assist and perform the buying function; disposal of surplus goods; and provide support to Purchasing Services.

Responsibilities:

- Performing the buying function as assigned including creating, editing, completing, issuing, informal and formal request for quotations, request for tenders, and request for proposals; evaluating bids for compliance, recommending contract award and preparing contract award reports; responding, investigating and acting on complaints, adjustments, and questions; and collecting information and maintaining relevant database.

- Creating, updating and maintaining PeopleSoft Purchasing Items & Contracts; reviewing and processing PeopleSoft requisitions to create Purchase Orders with the Suppliers; assisting staff with purchasing related software including training & problem solving; and working with Suppliers, Accounts Payable and City staff to resolve issues and resolve discrepancies with purchase orders & invoices.
- Preparing and posting bid opportunities on the City website ensuring mandatory time constraint and accessibility requirements are met; ensuring Accessible documents within City guidelines of all Bid Postings; and assisting potential Suppliers with information on submitting a valid bid.
- Providing administrative and clerical support as required

Requirements:

- Knowledge and skills generally associated with the completion of a two (2) year college diploma preferably in purchasing, materials management or business administration, along with two (2) years of experience in a purchasing role/environment or have an equivalent combination of education and relevant experience.
- Enrolled in or have completed either the Supply Chain Management Professional (SCMP) designation from Supply Chain Canada; Certified Supply Chain Leader from National Institute of Supply Chain Leaders; or Certified Professional Public Buyer (CPPB) designation from Universal Public Procurement Certification Council (UPPCC) and has completed a minimum of two (2) purchasing related courses towards designation.
- Established skills and experience using PC equipment and related software applications (e.g. Microsoft Office Suite, Peoplesoft, Versatile).
- Excellent interpersonal skills and have the ability to communicate courteously and effectively with all levels of staff, Elected Officials and the general public.
- Ability to work independently, quickly and competently with frequent interruptions in a multi-task environment and ability to work under pressure in order to meet deadlines.
- Possesses a keen sense for accuracy and good attention to detail.

This position is eligible for hybrid work.

Apply online at: <https://oshawa.jobs.net/en-CA/search>

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have

cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.