

PROCUREMENT ADMINISTRATIVE ASSISTANT

Position ID: J0225-0087

Job Title: PROCUREMENT ADMINISTRATIVE ASSISTANT

Job Type: Permanent Part Time

Department: Procurement Services

Number Of Positions: 1

Min Salary: \$30.50/Hour

Max Salary: \$38.13/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Procurement Administrative Assistant provides support to a range of areas related to the day-to-day administration and customer service for the Procurement team. This role will provide customer service via phone and email and act as the first point of contact for the department.

Accountabilities include but are not limited to:

- Monitor the Procurement email inbox and triage and forward information as required
- Answer calls to the Procurement department from the public, contractors, suppliers, and other stakeholders and forward information as required
- Maintain, monitor and alert staff to ensure purchase orders, vendor contracts, and other procurement information is up to date and accurate
- Process procurement expense payments, including generating cheque requisitions and preparing journal entries as directed by internal procurement specialists
- Coordinate and schedule meetings, conference calls, and site visits with vendors, internal

procurement specialists, and other stakeholders as required

- Work in conjunction with Materials Management to monitor inventory levels of various internal resources and assist in forecasting supply needs to ensure timely procurement of materials
- Perform general office administrative tasks such as scanning, photocopying and purchasing for the department
- Manage incoming and outgoing mail as well as emails directed to general mailbox
- Perform other day-to-day administrative tasks for the Procurement team as needed

You Bring:

- Certificate or diploma in business administration, supply chain management, office administration or a related field
- 2-3 years' experience as an administrative assistant
- Knowledge and experience working in a procurement environment would be an asset
- Familiarity with procurement software would be an asset
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and SharePoint
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- General knowledge of municipal government structure, policies and processes is preferred
- Ability to anticipate the needs of the customer as well as the team and take appropriate action
- Ability to provide excellent customer service for sensitive matters
- Dependability and initiative-taking, with demonstrated resourcefulness and effective problem-solving skills
- Ability to quickly align with shifting priorities, work assignments and timelines
- Ability to be a positive influence in a team setting
- An enthusiastic growth mindset with desire to learn

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This permanent part time position (18.75 hours per week) includes a comprehensive benefits and pension package.

Please provide a cover letter as a means of introducing yourself.

Next Steps:

Candidates are invited to apply online.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.