



FORM: Purchaser		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: Sep 10/07

Purchaser

Job Title: Purchaser
Reports to: Finance Director

Job Summary

To procure materials, equipment and professional services to meet the needs in accordance with the organizational policies and procedures.

Job Duties

1. Corporate
 - Follow all organizational policies of Kawartha Child Care Services.
 - Be aware of the strategic plan, mission statement and guiding principles of Kawartha Child Care Services.

2. Operational
 - Follow behaviour guidance policies as established by Kawartha Child Care Services.
 - Report all incidents of suspected child maltreatment.
 - Other duties as assigned.

3. Human Resources
 - Maintain regular attendance, punctuality and submit accurate time sheets every two weeks.
 - Participate in staff development activities.

4. Communications
 - Report to the Finance Director.
 - Participate in staff meetings.
 - Complete background research for policy development on purchasing procedures.
 - Ensure all correspondence is prepared and distributed professionally on approved letterhead or memo form and has been proofread by a staff person at the administration office.
 - Use only forms approved by the organization.
 - Read meeting minutes from committee, board and staff meetings.
 - Use positive communication.
 - Read and use the communications book.
 - Communicate effectively with supplier and staff.
 - Maintain confidentiality of all information related to children, families and staff.

5. Financial
 - Follow the financial policies as they apply to this position.
 - Under the direction of the Finance Director, co-ordinate with the Executive Director, Program Directors, Supervisors and Office Manager to purchase required equipment and supplies in a timely manner.
 - Gather information from various programs on purchase requests to determine quality levels best suited for the purpose intended.
 - Negotiate prices, terms, conditions and delivery with suppliers. Select a more cost effective supplier if appropriate.



FORM: Purchaser		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: Sep 10/07

- Prepare reports that supports recommendations for expenditures requiring Board approval.
- Ensure purchases are within approved budgets.
- Review questionable invoices for compliance with the purchase order terms and conditions.
- Return items to vendors when orders are incorrect or goods received appear damaged or unserviceable.
- Monitor supplier's performance.
- Assist the Finance Director to develop, implement and maintain purchase order system.
- Maintain inventory lists of program's toys and equipment.
- Maintain files.
- Consulting/reporting non-routine situations to the Finance Director.

6. Health and Safety

- Ensure that the Worker responsibilities under the OHAS Act are adhered to at all times.
- Comply with WHMIS legislation at all times.

Qualifications

Education

- Business Administration Diploma or Equivalent.

Experience

- 2 years experience as a Purchaser.

Requirements

- Satisfactory Criminal Reference Check.
- Available transportation to pick up purchases.

Competencies

- Must be able to add, subtract, multiply and divide; calculate decimals and percentages.
- Patience, dedication, energy and enthusiasm
- Ability to deal with non-routine situations.
- Ability to maintain control in frustrating situations.
- Ability to work co-operatively with others in a team environment.
- Ability to maintain neat and accurate records.
- Ability to maintain confidentiality of all information related to children, parents, and staff.
- Ability to lift moderately heavy items.
- Ability to sit for extended periods of time at a computer
- Ability to use professional judgment on a daily basis.
- Ability to work flexible hours as required

Job Classification

- Other Professional



FORM: Purchaser		SECTION: Human Resources
		CHAPTER: Recruitment & Selection
Corresponding Policy: Job Descriptions	Policy #: 3.375	Approval Date: Sep 10/07

Performance Expectations

1. Purchase required materials for office and programs as requested to be received prior to need.
2. Enter purchase orders into accounting system at the time of ordering.
3. Ensure purchases are within set budgets before ordering.
4. Report requests for purchases over \$1,000.00 to the Finance Director upon receiving.
5. Return items to suppliers when incorrect or damaged, within one week of receiving.
6. Review questionable invoices and settle differences upon receiving the invoice.
7. Monitor supplier's performance monthly.
8. Maintain files on a daily basis.