

POSITION TITLE: PROCUREMENT OFFICER

Reports to: Chief Financial Officer

Function/Purpose:

The Procurement Officer is responsible for all the purchasing activities for the Northwest School Division. The incumbent maintains required inventory levels of products and goods. Activities include, but are not limited to: approving all purchasing requests to ensure the Northwest School Division is obtaining the best pricing for products and goods required, analyzing suppliers to determine best fit, and preparing, analyzing and negotiating request for proposals.

Required Education, Knowledge, Qualifications and Experience:

- A diploma or certificate in purchasing/procurement logistics or a related area of study and/or practical experience in the field of inventory and supply management.
- A working knowledge of procurement-logistics, including small purchasing, large purchasing, requisitioning, supply management, central warehousing and other inventory management functions and processes.
- A basic understanding of accounting principles. You will need to be able to reconcile or learn to reconcile the encumbrance account and determine the correct budget code for purchases to be charged.
- Experience in an automated office environment including Microsoft Office and automated financial systems.
- A Certified Professional Purchaser (C.P.P) or a Supply Chain Management Professional (SCMP) designation would be considered an asset.
- Previous supply chain work-related skill, knowledge, or experience specifically in purchasing and/or inventory systems would be considered an asset.
- Knowledge of Northwest School Division goals, priorities and programs
- A valid driver's license

Required Skills and Abilities:

- Superior communication skills; written and oral
- Superior professional relationship skills
- Strong critical thinking and decision making skills
- Strong planning and organizational skills
- Ability to network effectively and build strong relationships
- Have organizational and environmental awareness
- Strong negotiation skills
- Be results oriented
- Proficient in the use of technology
- Ability to work with minimal supervision

Position Development:

- Progression to supervisory and management positions is possible through experience and with additional training.

Required Personal Characteristics:

- Trustworthy and respectful
- Approachable and accessible
- Flexible and collaborative

Duties and Responsibilities:

Without restricting the generality of the above description, the Procurement Officer shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Develop and implement the procurement execution strategy and procedures in accordance with school division guidelines.
- Assist in planning and development of project scheduling with reference to issue dates of requisitions and purchase order placement.
- For inquiries issued, retrieve vendor bids and performs initial commercial review for short listing of vendors. Obtain supplier technical and commercial clarifications.
- Prepare, analyze, and negotiate Requests for Proposals (RFP) with local suppliers for efficient delivery of products and services
- Track and develop reports to identify progress of cost saving initiatives and process efficiencies for the school division.
- Preparing and issuing bid and tender documents, placing advertisements, summarizing and evaluating bids and quotations, and awarding to the successful bidder in a public procurement environment.
- Review and process purchase requisitions, purchase order adjustments, and check-enclosed requisitions for school division purchases
- Develop and assist with implementation of processes for efficiency improvements.
- Analyze, identify and communicate information regarding purchase orders utilizing out-of-network vendors.
- Determine or negotiate contract terms and conditions, award supplier contracts or recommend contract awards.
- Identify, research, and resolve problems relating to purchasing issues.
- Develop departmental communications on purchasing requirements.
- Verify and input vendor data into system.
- Develop reports to track vendors and category spending for Northwest School Division.

- Gather information from potential suppliers and establish relationships based on product needs.
- Stay in continuous contact with suppliers; request quotes, information, etc. to determine which supplier is best suited to purchase products.
- Negotiate with suppliers on price, availability of products, delivery schedules, etc.
- Ensure fulfillment of agreed upon terms when delivery occurs.
- Analyze inventory needs based on sales trends and inventory levels.
- Assist with expediting, dealing with returns, and resolving supplier issues.
- Provide support for schools with inquiries into the purchasing system.
- May hire, train or supervise purchasing clerks.
- Place purchase orders ensuring flow of inventory that guarantees optimum stock levels and meets turnover goals.
- Maintain an extensive database for all orders that is up to date and provides information for analysis and reporting.
- Performs other duties as assigned

Judgment, Independence and Client Contact:

- **Confidentiality**

Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Independence**

The Procurement Officer is expected to work independently, take initiative and work under minimal supervision.

- This employee works collegially with other staff, teachers, school-based administrators and school-division staff. Direct contact with suppliers, public organizations and individuals is regular and frequent.

Mission: Laying the foundation for success.

Vision: One student at a time.