
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Purchasing

Grid: 24

Class Title: Clerk VI, Purchasing

I. Level Definition

Positions at this level administer standing orders by determining re-order points and placing orders for stock required.

II. Typical Duties

1. Administers standing orders by determining re-order points, placing orders for stock required, preparing purchase orders and contacting suppliers.
2. Prepares documentation such as third party billing claims and invoices; gathers background statistical information for use in the preparation of tenders.
3. Contacts suppliers and representatives and writes follow-up letters on matters such as credit notes, order discrepancies, delivery delays and price adjustments.
4. Oversees the preparation and maintenance of related records and reports.
5. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, and four years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.