

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD



Peterborough, Ontario
invites applications for the position of

Junior Buyer

Start Date: TBD
Pay Band 7- \$24.37 to \$27.08
35 hours/week

We offer eligible employees a comprehensive employee pension (OMERS) and benefit package upon start date, a commitment to ongoing learning, and an exceptional work environment.

The Kawartha Pine Ridge District School Board (KPR) offers a world-class education for approximately 34,000 students in 87 schools. Spanning over 7,000 square kilometers, across diverse rural and urban communities in southeastern Ontario, KPR serves the Municipality of Clarington, Northumberland and Peterborough Counties, and City of Quinte West/Murray Ward.

The Board is situated on the traditional territory of the Michi Saagiig Anishinaabeg people, serving three vibrant First Nation communities which include Alderville First Nation, Curve Lake First Nation and Hiawatha First Nation. Today, this gathering place is home to many First Nations, Métis and Inuit peoples and we acknowledge the contributions and accomplishments of all Indigenous people across Turtle Island, current and through history.

All positions in the Kawartha Pine Ridge District School Board support the school's priority of student achievement and the Boards mission to educate our students to excel in learning, to succeed in life and to enrich our communities. Employees demonstrate empathy and respect in all interactions, are committed to service excellence, and embrace change through innovation.

As part of our strategy to provide on-going support for our schools, the Board is now accepting resumes from qualified applicants for the full-time position Junior Buyer.

The purpose of the Junior Buyer position is to provide support in Procurement and Central Services with lower dollar entry level procurement requests while adhering to Board procurement policy and regulations, applicable regulations and trade agreements and industry best practices. Ensuring the Board receives the best value for monies expended on goods, services and construction; The Junior Buyer will also support

and be a member of various strategic project teams providing the team with logistical and purchasing coordination for efficient completion of the projects.

MAIN RESPONSIBILITIES:

- Coordinate competitive bid cycle for informal and formal quotations.
- Assists with the disposal of surplus furniture and equipment; through re-distribution to other sites, arrange for warehousing and storage, arrange and coordinate the sale through public auction, donation to non-profit, disposal through recycling and landfill with the salvage and sale of recycle materials, includes cleanup of decommissioned school and other site along with complete refreshes of school.
- Provide support to various Capital and other Strategic Projects; through procurement of required logistical services (moving, packing, storage and delivery) and purchase of all required furniture and equipment for the reach project to provide efficient completion of projects; coordinate each project needs for logistics and procurement of goods and other services by participating as a member of the project team.
- Provide support as required with the sourcing of lower dollar purchases; by actively sourcing and obtaining quotation on the required goods or services and/or providing functional guidance to reach compliance with policy and regulations.
- Assist; Manager, Supervisor and Buyers in preparation, issuing and awarding of formal competitive bid requests.
- Requisition processing; for large dollar requests, special projects and contractual purposes, reviewing for proper approvals, financial budget allocations, compliance with policy.
- Assist with the elementary capital program for purchase of classroom furniture for Schools; by providing product information and pricing to schools and data entry of orders.
- Acts as department liaison and initial contact for Procurement and Central Services Department; provides customer service and assistance expediting purchases; provides training and support for online requisitioning and other contracted systems as requested.
- Automated tendering system database maintenance; adding and deleting items for ordering with on-line financial/purchasing system.
- Assists with identifying opportunities for Vendors of Record for goods and services and for Standardization of these items; through compiling specifications, sourcing product, identifying opportunities through the analyzes of current usage and meeting with and arranging demonstrations/evaluations with end users.
- Performs other duties as assigned by the Manager of Procurement and Central Services

EDUCATION & EXPERIENCE REQUIRED:

- Secondary school diploma and a two (2) year College Business Administration diploma including courses related to Purchasing Administration
- One (1) year directly related experience

SPECIALIZED SKILLS REQUIRED:

- Purchasing certificate/designation from a recognized professional Procurement organization; minimum Ontario Public Buyers Association Principles of Effective Public Purchasing Certificate Program.
- Advanced computer skills in word processing, spreadsheets and computerized financial/purchasing systems.
- Knowledge of the following: Ontario Broader Sector Procurement Directive, Canadian Free Trade Agreement, Canadian European Union Comprehensive Economic and Trade Agreement.
- Strong customer service and problem-solving skills.
- Excellent communication and organizational skills.
- Experience, knowledge and understanding of School Board operation or other public procurement environment.
- Experience with e-tendering and with construction and maintenance procurement.
- A commitment to service excellence.

Qualified applicants are asked to submit a letter of application and a complete resume stating qualifications, accompanied by references and proof of all certifications. Applications can be emailed to alg_staffing@kprdsb.ca and must be received on or before **September 19, 2023 at 4pm**

A police records check, with a Vulnerable Sector Search and Pardoned Sexual Offenders Database Search, dated within 6 months prior to the date of hire, is a requirement for employment with this Board. Please note that there have been reports that it has taken some candidates up to 6 weeks to obtain a police check. With that in mind, we strongly recommend that you go about obtaining this search at your earliest convenience.

KPRDSB is an Equal Opportunity Employer. For more information about what this means in our organization, please refer to our website at www.kprschools.ca (See "Employment" section).

KPRDSB is committed to a qualified workforce that is representative of the diversity of the people of Ontario and across the communities we serve. We welcome applications from candidates with diverse background and lived experiences as a member of a marginalized group, including but not limited to:

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities;*
- *persons who identify as women; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

KPRDSB is committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process please make them known when contacted and we will work with you to meet your needs.

Only those selected for an interview will be contacted

Steve Russell
Chairperson of the Board

Rita Russo
Director of Education
Mark Loya
Superintendent of Human Resource Services, People & Culture

Educating for Success!

Thank you for your application. Only those selected for an interview will be contacted.