



The Grand Erie District School Board
Invites Applications for the Position of
SUPERVISOR OF PURCHASING SERVICES

The Grand Erie District School Board's 2,800 employees provide quality education to approximately 26,000 full-time equivalent students who attend our 72 schools. The Board spans a geographic area encompassing the City of Brantford and the Counties of Brant, Haldimand and Norfolk. Head office is in Brantford.

Major Duties and Responsibilities Include:

- Reporting to the Manager of Business Services, the Supervisor is responsible for the supervision of one Buyer and three Purchasing Clerks
- Providing expertise in all areas of procurement – responsible for preparing tenders, procuring capital, construction, supply and equipment requirements of the Board.
- Ensuring compliance with the Board's Procurement Policy and Procedures, Broader Public-Sector Accountability Act, Broader Public-Sector Supply Chain Directive, trade agreements and related requirements to the Master Transfer Agreement.
- Initiating and continuously maintain effective communications and successful working relationships with other functional areas within the organization and with outside vendors
- Developing and maintain effective business processes and procedures which align with the Board's purchasing policy and all applicable legislation.
- Conducting ongoing product evaluation and analysis to ensure products meet the quality and safety standards of the Board.

Qualifications:

- University degree in public or business administration, or a related discipline.
- A professional designation is required; a preference will be given to a Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB).
- Three to five years of recent purchasing experience in a similar role. Previous school board purchasing experience would be an asset.
- Strong customer service focus with an equally strong work ethic and the demonstrated ability to deal with competing priorities, multiple demands and frequent deadlines.
- Excellent organizational skills are combined with superior interpersonal, communication and presentation skills.
- Effective supervisor and leader, with strengths in analyzing, negotiating and problem solving.
- Initiative and attention to detail are essential, as is the ability to handle matters in a diplomatic, sensitive and confidential manner.
- Proficient in MS Office applications.

Effective Date: As soon as possible

Salary: The annual salary range for this position is \$80,536 to \$91,518.

If your qualifications, positive attitude and commitment to excellence make you an ideal candidate for this position, please submit your application, marked "personal and confidential" which includes a complete resume, cover letter with the names and telephone numbers of at least three professional references (including your current supervisor) must be provided. Your application must be received by **4:00 p.m. on November 23, 2018**. Apply to:

The Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario N3T 5V3
Fax (519) 759-5362 or email at hr@granderie.ca

Applicants with a disability that requires an accommodation to enable their participation in the interview process should advise the Board when contacted for an interview. Any assessment and selection materials and processes used in the interview process can be made available in an accessible format, upon request in advance.

All submissions are subject to a screening process and some applicants may not be granted an interview.

All new employees are required to provide an original Police Record Check (which includes a "vulnerable sector search") acceptable to the Board prior to the commencement of employment.