2020/2021 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: PURC2 - Buyer, Procurement Operations

DEPARTMENT NAME: Purchasing Services

CONTACT NAME: Xavier Serrano, Director

JOB DESCRIPTION:

The position will provide the WSP student an overview of the breadth of procurement activities conducted by a Purchasing Services department that supports a research university. The student will have the opportunity to work with Purchasing Officers, with a particular focus on research project procurement, business process mapping and improvement, and document management. You will also gain exposure to purchasing operations management.

Under the general guidance of a Purchasing Officer, you will perform a variety of technical and clerical duties related to UVic's Purchasing Services procurement operations and program implementation.

RESPONSIBILITIES:

- Assist in initiating procurement activities for research projects
- Assist in preparing RFx, purchase order, and supply agreement documents
- Assist Purchasing Officers to obtain quotations or proposals from suppliers, facilitating evaluation and preparing evaluation summaries, and recommendations for award
- Prepare procurement documentation, review, reconcile, and expedite orders
- Map and document current state procurement business processes, and assist in identifying opportunities for process improvement
- Organize purchasing records and databases, and establishing document management procedures
- Contract Management database data entry
- Assist with website updating, maintenance, and usability testing
- Perform other duties similar in scope and complexity
- Work on special projects or other duties as required
REQUIRED SKILLS

- Business acumen
- Strong problem solving, multi-tasking and organizational skills
- Ability to work effectively both independently and as a member of a team
- Strong time management, organizational skills and excellent attention to detail
- Excellent conflict resolution and negotiation skills
- Ability and willingness to be flexible and adaptable to changing priorities
- Ability to multi-task, be resourceful and handle multiple requests and challenges.

QUALIFICATIONS:

- Operations Management, Supply Chain Management courses, or related disciplines preferred
- Proficiency in Microsoft Word, Excel (intermediate level preferred for ability to manipulate data for reporting purposes), and Powerpoint
- Knowledge of procurement policies and procedures
- Analytical and business math skills
- Effective oral and written communications skills
- Demonstrated ability to establish and maintain effective working relationships with clients and suppliers
- Procurement or operations management experience is desirable, with exposure to different departments such as Accounting, Quality Assurance, Production, and Purchasing

JOB LOCATION ON-CAMPUS:   Uvic Purchasing Services (Saunders Annex) or working remotely from home

WORK STUDY WAGE:        $15.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP:     $4/hour

HOURS AVAILABLE:      200

HOW TO APPLY: Please send Cover Letter and Resume via email to wstudy@uvic.ca

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php