

## 2022/2023 WORK STUDY PROGRAM

### JOB POSTING

**JOB TITLE:** PURC2 - Buyer, Purchasing 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 public procurement, business communications, and process improvement. 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 Purchasing Officers to obtain quotations or proposals from suppliers, facilitating evaluation and preparing evaluation summaries, and recommendations for award
- Assist in preparing RFx, purchase order, and supply agreement documents
- Review, reconcile, and expedite orders
- Organize purchasing records and enter data
- Assist in the communications planning and implementation of university wide procurement initiatives
- Research and write communications, training material, process documentation, and operating procedures
- Develop, design, update, and test Website content.
- Perform other duties similar in scope and complexity
- Work on special projects or other duties as required

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>

## **REQUIRED SKILLS**

- Superior communication skills, including verbal, written, presentation and training
- Strong interpersonal skills, including ability to influence and persuade others, and to work collaboratively and collegially with both faculty and staff across campus and Purchasing Services colleagues to achieve goals
- 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.

## **SPECIALIZED KNOWLEDGE/EDUCATION**

- Knowledge of professional communications and information systems; familiarity with Microsoft Office suite and SharePoint are considered assets
- Familiarity with public procurement and knowledge of UVic purchasing policies and procedures is considered an asset

## **QUALIFICATIONS:**

- Proficiency in Microsoft Word, Excel (intermediate level preferred for ability to manipulate data for reporting purposes), and Powerpoint
- Research and analytical skills
- Procurement or operations management experience is desirable, with exposure to different departments such as Accounting, Quality Assurance, Production, and Purchasing
- Knowledge of Procurement policies, Operations Management, Business Communications, Supply Chain Management, or related disciplines preferred

**JOB LOCATION ON-CAMPUS:** UVic Purchasing Services (Saunders Annex)

**WORK STUDY WAGE:** \$16.50/hour (including 4% vacation pay)

**DEPARTMENT TOP UP:** \$4/hour

**HOURS AVAILABLE:** 66

**HOW TO APPLY:** Please send Cover Letter and Resume via email to [procurementdir@uvic.ca](mailto:procurementdir@uvic.ca)

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