

DESCRIPTION D'EMPLOI / JOB DESCRIPTION
SCFP / CSL

TITRE / TITLE PROCUREMENT OFFICER	GROUPE / GROUP 15	N° DE TITRE / TITLE NO I008	N° D'EMPLOI / JOB NO S104
FONCTION / FONCTION Responsible for advising requestors about sourcing of goods and services and ensuring compliance with corporate sourcing standards and policies.			
<p align="center">DESCRIPTION DES TÂCHES / DESCRIPTION OF DUTIES</p> <ol style="list-style-type: none"> 1. Advise and inform requestors about sourcing of goods and services 2. Analyse, approve and enter in the general ledger any cost variance between purchase orders, invoices and procurement cards and if need be, approve credit. 3. Participate in the selection process for national contracts; propose an evaluation scale, analyse tenders and recommend the best suppliers. 4. Complete the appropriate forms and document and prepare the necessary correspondence and reports based on available information following up as required. 5. Familiarize other people with their jobs by explaining your own duties. 			

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CARACTÉRISTIQUES / CHARACTERISTICS			
TITRE / TITLE	GROUPE / GROUP	N° DE TITRE / TITLE NO	N° D'EMPLOI / JOB NO
PROCUREMENT OFFICER	15	I008	S104
<p><u>DURÉE DU TRAVAIL / WORKING HOURS</u></p> <p>36¼-hour week, occasional overtime or rotating shifts</p> <p><u>EFFORT PHYSIQUE / PHYSICAL EFFORT:</u></p> <p>Normal physical effort</p> <p><u>CONDITIONS DE TRAVAIL / WORKING CONDITIONS:</u></p> <p>Interruptions : several times a week, most weeks</p> <p><u>FORMATION / ÉDUCATION:</u></p> <p>Purchasing Management Association of Canada (PMAC)</p> <p><u>EXPÉRIENCE / EXPÉRIENCE:</u></p> <p>Two years experience or more in similar or related positions or activities</p>			