

JOB DESCRIPTION

POSITION:	CLERK EXPEDITER		
DEPARTMENT:	Purchasing		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543352
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.10

DUTIES:

Reporting to the Supervisor of Purchasing, this position will be responsible for providing a full range of administrative and high level secretarial and support services to the Manager, Supervisor and staff of the Purchasing Division. Greet the public in person and address purchasing inquiries, answer telephones, screen calls and redirect where appropriate; Act as administrator for the Purchasing Meeting Room and Purchasing Department inbox; Prepare tender documents and bid summaries; Prepare letters and advertisements for newspapers and websites; Schedule meetings and tender closings; Maintain the corporate Biddingo.com and MERX webpage's; Maintain files on tender and submission statistics; Prepare disqualification letters and returning of submissions to vendors; Assist in collecting vendor, market and product information; Contact suppliers for follow up on deliveries and invoices; Obtain quotes and places orders for low value purchases; Liaise with other departments in areas such as human resources, payroll, accounts payable, customer service, council services, legal, facility operations, information technology, and the CAO's office; Process all Purchasing department invoices for payment in PeopleSoft Financials; Prepare and process all business and travel expense vouchers; Accept and process payments for tender documents and balance cash; Input payments into AMANDA for Purchasing, Risk Management and Legal Departments and balance daily; Maintain and update LiveLink files including confidential personnel files; Act as absence and training coordinator; Prepare gross pay sheets; Prepare confidential reports and minute taking at meetings; Design and update departmental forms; Prepare, circulate and submit to LiveLink all CAO reports, Council Reports and communications; Responsible to update the department's dashboard and web page; Sort and distribute all incoming mail; Responsible for the ordering and maintenance of office supplies. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year of post secondary education from a Community College or University in Business Administration or Ontario Ministry of Education equivalencies;
- Must have over (1) one year of experience in a business setting focusing on the following; processing invoices, payments, reconciliations, drafting and editing reports/memos, analyzing statistical information in a computerized office environment utilizing the Microsoft Office Suite of products;
- Must be proficient in the use of Word and Excel;
- Must have excellent organizational and multi-tasking capabilities;
- Must be capable of maintaining good relations with the public and other employees at all times;
- Knowledge and experience with PeopleSoft HRMS, PeopleSoft Financials, LiveLink and AMANDA software will be considered an asset;
- The physical demands analysis associated with this job indicates a light to medium level of work.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.