

Support Job Position Description

Section I: Position information

Effective date	2024-11-01	<input type="checkbox"/> Update only	<input type="checkbox"/> Classification review
Position title	Procurement Specialist		
Position number	999567, 999568		
Classification level	Range 1		
Position affiliation	<input checked="" type="checkbox"/> AUPE <input type="checkbox"/> Excluded		
Location	Virtual		
Department	Financial Reporting and Operational Services		
Reports to	Coordinator, Procurement and Contract Services (999809)		

Position summary

Reporting to the Coordinator, Procurement and Contract Service, the Procurement Specialist assists with the procurement activities, including sourcing, ordering/buying, and tendering goods and services required to support Athabasca University's operational and strategic needs. They contribute to the ongoing procurement operations of the university, focusing on standard procurements, including course materials ordering and general procurement. They support the Procurement and Contract Services team in more complex procurements and tenders as required. Working with other team members, they ensure the smooth acquisition of goods and services required by the university.

The Procurement Specialist will:

- Support the general procurement needs of the university, including the timely processing of requisitions, generation of Purchase Orders (POs), and sending POs to vendors.
- Support the timely sourcing and ordering of course materials, such as text books, lab supplies, and other items required by university students.
- Expediting of POs and following up on any requisition and PO-related issues, including assisting end users, accounting, and A/P.
- Share and file procurement documents for the benefit of end users and other Procurement and Contract Services team members on a timely basis.
- Assist with the administration of the university's Procurement Card (PCard) programs focusing on credit card reconciliation in the university's online reconciliation system (Chrome River) and resolving issues such as missing receipts, following up on unsubmitted items, and adjudicating other issues.
- Vendor management, including the maintenance of the university's master vendor list, creating new vendors, and verifying and applying updates to vendor information as required.

- Actively engage with various university suppliers, establishing good relationships, negotiating favourable terms, and monitoring and advising on supplier performance.
- Ensure that procurements deliver the best value for the university.
- Maintain a focus on customer service, developing relations within the university to support the procurement requirements of other business units while minimizing the financial and reputational risks to the university.
- Liaise frequently with all levels of university staff, including senior leadership, to understand their procurement needs.
- Assist other areas of the university with any procurement issues, liaising with other teams such as Accounts Payable, Receiving, Financial Operations, and others as required.
- Demonstrate sound judgement in prioritizing procurement requests, ensuring the timely ordering of required goods and services.
- Assist with the management and administration of certain contracts, ensuring that the university remains compliant with contractual obligations and monitoring contract expiration and renewals.
- Help ensure all university procurements comply with university policies, all relevant trade agreements, and legislation.
- With guidance from the Coordinator, Procurement and Contract Services or designate, participate in the university's competitive procurement process, including drafting tender documents, leading competitive bidding processes, and assisting evaluation committees with their selection.
- Provide advice and guidance to the entire university community on various procurement-related functions, including vendor selection, pricing negotiations, and procurement best practices.
- Mentor and motivate others in the Procurement and Contract Services team in procurement best practices by providing practical advice.
- Stay abreast of changes in procurement best practices.
- Assist with any special projects undertaken by the Procurement and Contract Services team and perform any other duties required to support the team in all their endeavours.

Duties and responsibilities

1. Procurement Activities (45%)

Processes procurement requests, creating POs and issuing them to suppliers. Follows up on orders as required. Works with the Coordinator, Procurement and Contract Services to identify situations where a formal contract is required and assists with its development as necessary. Demonstrates subject matter expertise in procurement, ensuring that procurements deliver the best value for the university.

Works with client departments to understand their procurement needs, providing expert guidance on the most appropriate procurement instrument to return the best value to the

university. Demonstrates sound judgement in referring complex issues to the Coordinator, Procurement and Contract Services or others as required. Assists client departments with supplier selection and performance monitoring.

Working closely with other team members and with members of Learning Resources ensures the timely ordering of required course materials. Focuses on orders that encounter issues such as out of print books, partial or over shipments, damaged goods, and returns.

Expedites orders as required, following up with suppliers on items to ensure their timely acquisition by the university.

When required, assists with the disposal of university assets through Government surplus, internal or external auctions/sales, or other means.

Assists with competitive procurements for the university, focussing on Requests for Quotations (RFQs), reviewing, drafting or evaluating public tender documents. Ensures that tenders are completed following all required trade agreements, legislation and other requirements.

Assist end users in resolving any requisition and procurement issues and keep our internal customers informed about requisition and PO statuses.

2. Vendor Management (25%)

Processes vendor maintenance requests, including adding vendors to the university master vendor list, and modifying existing vendors. Ensures that all vendor management requests are valid and independently verifies the accuracy of the information including the vendor's full legal name, address, and other data points. Responds to all vendor requests in a timely manner so as not to delay the ordering of goods and services or the payment of invoices.

3. PCard – Chrome River (10%)

Assists the Coordinator, Procurement and Contract Services or designate in the administration of the university's PCard program as required. Ensures that participants are aware of, and adhere to, the related policy and procedure for PCard use.

As required, assists in delivering training to PCard holders on the use of the university's PCard reconciliation system, Chrome River. Participates in, and at times leads training sessions instructing PCard holders of the proper use of Chrome River.

Working with the Coordinator, Procurement and Contract Services, reviews reconciliation reports submitted by PCard holders to ensure that PCard purchases are properly coded and approved in the university's financial systems. Ensures that all reconciliation reports are

complete and contain the required documentation such as receipts and other supporting documents.

Works with PCard holders across the university to resolve any issues with the PCard reconciliation such as missing receipts. Follows up with PCard holders who have unsubmitted purchases on their cards to ensure timely reconciliation. Advises the Coordinator, Procurement and Contract Services or designate of all PCard related issues requiring further follow up.

4. Client Liaison (10%)

Establishes and maintains effective relationships with internal stakeholders. Collaborates with department leaders to proactively identify and meet their procurement needs. Provides sound advice to the Coordinator, Procurement and Contract Services, the Manager Procurement and Contract Services, and other internal stakeholders.

Focuses on providing excellent customer service to other university departments, ensuring the timely fulfillment of procurement requests. Leverages relationships with internal stakeholders to understand the procurement needs of other business units to provide proactive and relevant advice on procurement needs.

Stays abreast of industry trends, best practices, and legislative changes, making recommendations for procedural changes as appropriate.

5. Supplier Management (5%)

When required, represents the university and develops good working relationships with external stakeholders such as suppliers, government agencies, and auditors.

Researches and suggests alternative suppliers of procurement requests to ensure that the university receives best value in its procurement activities.

Assists internal clients in monitoring the performance of university suppliers, resolving any issues when possible and suggesting alternate suppliers as required.

6. Support Activities (5%)

Contributes to the success of the Procurement and Contract Services team's operational plan. Works with the Coordinator, Procurement and Contract Services to recommend team objectives and goals and contributes to their fulfillment.

Works with their other team members by providing practical advice and assisting in handling high-volume workloads and complex or irregular situations. Demonstrates good judgement

in alerting the Coordinator, Procurement and Contract Services of challenging issues faced by the team.

Accept mentoring and guidance from other team members in procurement best practices.

Provides coverage and support to other team members when they are unavailable due to vacation, illness, or other short-term leaves.

Ensures that all required procurement documentation such as POs, emails, contracts, and others are properly filed according to university standards.

Assists the team with other special projects or duties as required to ensure the smooth operation of procurement functions.

Occupational health and safety

Employees:

Responsible to participate in the AU OHS program as required.

Supervisors:

Responsible for awareness of one's OHS Responsibilities as an AU employee and supervisor, for participating in the AU OHS Program as required, and for ensuring the participation of employees in the AU OHS Program as required.

See: <https://ohs-pubstore.labour.alberta.ca/li008>

Classification factors

Context and complexity

The Procurement Specialist completes requests which support the ongoing business of the university, both through the fulfillment of everyday business needs, and by supporting complex procurements forming parts of the university's strategic goals. They ensure reasonable due diligence is applied to procurement activities, referring issues to the Coordinator, Procurement and Contract Services as appropriate.

Contributes to team discussions on procurement practices and provides advice and motivation in achieving superior service excellence within the Procurement and Contract Services team.

Maintains confidential information in strict confidence such as contracts, POs, tenders, and financial information, and ensures accurate audit records exist where required.

Keeps informed for current trends and developments in an ever-changing environment so that the procurement needs of the university are fulfilled and that the university receives best value through the procurement of the most appropriate goods and services at competitive rates.

Work problems

Locates and evaluates the availability, price, and quantity of goods required by the university. Ensures that the proper authorization for procurement requests is in place. Expedites outstanding orders when required. Issues POs and administers and files purchasing records. Responds to staff and management requests for information and advice on purchasing matters.

Works with limited direction and can set appropriate priorities on work items. Able to handle a diverse array of requests with variable, but often short, time priorities.

Liaises with other units such as Accounts Payable and Learning Resources to provide an efficient and seamless procurement experience for the team's customers.

Authority

Authorized to issue POs on behalf of the university to external suppliers. Ensures that the proper internal controls are in place such as the approval of the appropriate expenditure authority. Responsible for the completion and accuracy of all procurement office tasks. Authorized to make required purchases on a university-issued PCard where the appropriate internal approves are in place. Participate in Team discussions with the advice to the Coordinator, Procurement and Contract Services with respect to the functioning of the procurement team.

Contacts and communications

Effectively communicates with all levels of university staff on procurement-related processes, seeking guidance from the Coordinator, Procurement and Contract Services as required. Provides appropriate advice and guidance on procurement topics to enable other departments to achieve their procurement goals. Helps grow awareness in all university areas to ensure that they understand proper procurement procedures. Engages with client departments to understand their business requirements. Applies all relevant university policies and procedures to their work to minimize and mitigate risk for the university.

When required, communicates with external entities, including suppliers, government agencies, and auditors. Negotiates purchases with suppliers. Works with customers across the university, often under time pressure, to ensure the fulfillment of their procurement needs.

Signatures for section I

Incumbent signature		Date
Supervisor signature		Date

Section II: Qualifications

Qualifications

The position requires a minimum grade twelve education. A degree in business administration or a Supply Chain Management Professional (SCMP) designation is an asset. Three years of purchasing experience at a comparable level is required. Experience in a post-secondary environment is preferred. However, an equivalent combination of education and experience may be considered.

Broad general knowledge of procurement functions and purchasing techniques including a familiarity of public tendering and competitive bidding is required. Experience and understanding of contract law and language is preferred. General computer skills including familiarity with the Microsoft Office Suite is required.

Excellent interpersonal, oral, and written communication as well as well developed analytical and organizational skills are required. Must demonstrate competency in communication with all levels of university staff.

The successful candidate must possess sound judgement, ethics, discretion, attention to detail, an ability to work independently, and the ability to handle multiple priorities.

Maintenance of confidentiality at all times is essential

Signatures for sections I and II

Department Head signature		Date
Executive Officer signature		Date
Human Resources review		Date