

JOB TITLE: Procurement Coordinator

DEPARTMENT: Business and Financial Services

DATE APPROVED: June 28, 2016

DATE REVIEWED: September 15, 2026

Approved by: Cheryl Ann Sorallo, Executive Superintendent of Business and Finance

Signature: _____

Reporting Relationships

Position reports to: Manager of Finance

JOB PURPOSE

The Procurement Coordinator promotes the most effective use of Board funds in the acquisition of goods and services. He or she is responsible for the purchasing of designated supplies, equipment and services and providing information regarding existing laws, regulations, taxes and customs in a timely, cost-efficient and effective manner using current procurement methods, and in compliance with Board policies and procedures as well as Broader Public Sector Procurement Directives. This position will focus on contract management, vendor relationships, maintaining documentation, and reporting.

Essential Qualifications

EDUCATION/CERTIFICATION:

2-year Community College diploma in a business related discipline;
Completion of or working towards Professional Public Buyer Certification (CPPB).

REQUIRED KNOWLEDGE:

- Expert knowledge of the Broader Public Sector Directive and related purchasing legislation;
- Sound knowledge of generally accepted accounting principles and practices.

Experience Required:

- A minimum of two (2) years of job related experience preferably within a School Board or similar public sector organization;
- Experience working with the Broader Public Sector Directive.

SKILLS/ABILITIES:

- High level of proficiency in the use of computerized systems, including Word, Excel, and in a Windows environment;
- Strong work ethic and positive team attitude;

- Ability to build and maintain lasting relationships with other departments, key business partners, and government agencies;
- Strong problem identification and problem resolution skills;
- Excellent organizational and time management skills;
- Excellent communication skills, verbal and written;
- Excellent analytical skills to collect, compare and analyze data from different sources, identify issues and anticipate potential problems;
- Ability to provide regular attendance.

PHYSICAL REQUIREMENTS:

- Manual dexterity required to use desktop computer and peripherals

PREFERRED QUALIFICATIONS:

- Completion of or working towards the Certified Supply Chain Management Professional Designation or equivalent is an asset

DUTIES AND RESPONSIBILITIES:

- Receives purchase orders, evaluates, discusses changes, where required, with end users, and approves, according to Board policy, for processing to suppliers;
- Prepares tenders, requests for pricing or quotations and related terms, conditions, specifications and scope of work for the schools and departments of the SCDSB by receiving requests for the purchase of goods and services; determining the necessity of seeking tenders/quotations or pricing according to Board policy, researching and preparing detailed specifications;
- Participates in the opening of tenders, requests for pricing or quotations, analyzes and evaluates offers and prepares reports and recommendations;
- Negotiates and recommends purchasing decisions with suppliers in compliance with Board policy and procedures and applicable legislation;
- Administers contracts on an on-going basis and provides updated contract information as required;
- Establishes quality standards and ensures the efficient and economical purchasing of furniture, equipment and supplies that will best service the Board's needs, this includes meeting and liaising with manufacturers and suppliers to discuss and/or view the production process of items of interest to the Board, staying aware of current market conditions, objectively evaluating new equipment and supplies as they come available on the market and continuing value analysis of product after the unit is delivered to the end user;
- Fostering and maintaining solid working relationship with all clients, both internal and external and ensure that their needs are being met; constant liaising with schools and departments within the Board to identify and assess future needs, as this will facilitate adequate planning and ensure that best value can be achieved;
- Resolve issues pertaining to material defects, invoice discrepancies, as well as delivery timelines;
- Provide guidance and training to other staff, as required;
- Comply with and maintain strong knowledge of applicable policies, legislation, regulations, standards and best practices;
- Coordinate and monitor Board purchasing cards and their usage, identify any potential issues and bring to the attention of the Manager;
- Keep the Manager abreast of any significant issues or of any items of concern;

- Perform other duties as assigned by the Manager Financial Services or the Superintendent of Business and Finance.

HEALTH AND SAFETY

- Always practice safe work procedures;
- Report unsafe conditions as soon as possible;
- Properly wear any protective equipment that the job requires.

SPECIAL WORKING CONDITIONS

- Risks found in the typical office setting, which is adequately lit, heated and ventilated;
- Occasional multiple deadlines and overtime;
- Some local travel is required;
- Minimal out of town travel may be required.