

Job Posting #:

Job Title: CLERK EXPEDITER - 543352

Department: Purchasing

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Supervisor of Purchasing, this position will be responsible to greet the public in person & address purchasing inquiries, answer telephones & redirect where appropriate. Provides a full range of administrative duties to the Manager of Purchasing & Risk Management, Supervisor of Purchasing and the staff of the Purchasing Division; Responsible for a high level of secretarial and support services, including preparing tender documents, letters, advertisements for newspapers, scheduling meetings and tender closings; 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; Accept and process payments for tender documents and balance cash and cheques; Maintain and update LiveLink files, including confidential personnel files; Maintain and update the corporate vendor database; Absence coordinator and maintenance of accurate PeopleSoft attendance records; Responsible for submitting gross pay sheets; Prepare and process all business and travel expense vouchers; Administrator for the Planning/Purchasing Meeting Room and the Purchasing department mailbox, responding to all purchasing inquiries; Serve as corporate training coordinator for the department; Prepare confidential reports and minutes for meetings; Prepare, circulate and submit to LiveLink all CAO reports, Council reports and communications; responsible for the ordering and maintenance of office supplies; Perform duties related to the procurement and follow-up of routine, low value purchase request from various departments; Responsible to update the department's web page; Maintain amiable relations with the public, other service areas and fellow staff. 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 or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized office environment utilizing the Microsoft Office Suite of products;
- Must be proficient in the use of Word and Excel;
- Must possess a minimum typing speed of 50 wpm;
- Must have excellent organizational and multi-tasking capabilities;
- Must be capable of maintaining good relations with the public and other employees at all times;
- PeopleSoft functional experience is considered an asset;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a light to medium level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.