



Buyer II

Location: Headquarters - Stephenville

Job Opening ID: 9538

Temporary, Full-Time

Commencing: As soon as possible until March 31, 2019

Deadline to Apply: October 3, 2018

PUBLIC POSTING

DUTIES: This position is responsible for providing public procurement service to staff and faculty throughout the College of the North Atlantic. This position is responsible for receiving and reviewing requisitions; obtaining quotes and evaluating competitive prices, taking action to finalize a purchase; analyzing and resolving problems related to purchasing; providing purchasing/procurement information and assistance to staff; and using PeopleSoft to perform purchasing related duties as required of a Buyer II.

QUALIFICATIONS: Candidates must demonstrate knowledge of public procurement and purchasing in the province of Newfoundland. Knowledge and experience using computer applications including Microsoft Office is required while being familiar with purchasing software, PeopleSoft would be preferred. Candidates must demonstrate strong analytical, organizational, and communication skills and the ability to establish and maintain effective working relationships with internal and external stakeholders. The ability to take initiative and work independently is also essential in this position. These qualifications normally would have been acquired through the successful completion of a Business Administration Diploma supplemented by work experience in procurement. SCMP designation would be considered an asset. Equivalencies may be considered.

SALARY INFORMATION (Support Staff)

CG-E27- \$41,987.40 - \$46,464.60 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on line complete with resume at www.cna.nl.ca. University/College transcripts and names of three professional references will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Rachel Blundon, Recruitment Consultant at rachel.blundon@cna.nl.ca or by phone at (709) 758-7510.