

PURCHASING AGENT 1

GENERAL

This is the recruitment and training level as well as the junior working level for Purchasing Agents and involves routine administrative work in purchasing of limited varieties of materials, supplies and equipment for government departments. The incumbent is responsible, under the general direction of the General Purchasing Agent, for processing requisitions and preparing purchase orders to procure goods of the required quality in the most economical manner. The incumbent may supervise clerical staff performing the more routine aspects of the purchasing operation.

TYPICAL DUTIES

Checks and processes requisitions, communicating with departmental personnel in order to determine the exact nature of their requirements and giving assistance and information where needed.

Obtains price quotations via mail or telephone, and allocates wisest transaction in regard to quality, guarantee, price, special discounts, sales tax exemption, delivery date, etc.

Ensures proper completion of purchase orders for signature by the General Purchasing Agent.

Interviews business representatives to gain information on new products, and to arrange demonstrations and/or tests of same.

Attends meetings to keep up to date on current governmental policies, procedures and requirements.

Maintains catalogue files on specific commodities.

Instructs clerical staff involved in the preparation and issuing of quotations and orders.

May assume some responsibilities of the Purchasing Agent 2 under direction.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Working knowledge of authorized purchasing procedure, and the regulations and policies governing purchasing in the Manitoba Government.

Ability to deal effectively with salesmen and government personnel.

Working knowledge of all branches of government in order to purchase effectively for these branches.

Education, Training and Experience

High school education with a minimum of three years' directly related experience in the purchasing and/or storekeeping field.

PURCHASING AGENT 2

GENERAL

This is the full working level for Purchasing Agents. It is responsible administrative work involving the processing of requisitions for supplies, materials and equipment for government departments. The incumbent works under the general direction of the General Purchasing Agent and provides guidance to junior Purchasing Agents and clerical staff. The work of this class can be distinguished from that of a Purchasing Agent 1 by the varieties and complexities of commodities handled.

TYPICAL DUTIES

Edits and prepares requisitions dealing with specific groups of commodities prior to calling for tenders on same by mail or telephone.

Decides which requisitions should be handled as sealed tenders and holds such bids for opening on specified day.

Allocates orders for single tenders and from telephone prices obtained by junior clerical staff.

Assists General Purchasing Agent in allocating orders from competitive bids.

May issue calls for public tenders and secure Performance Contract Bonds as a result of allocation.

Maintains catalogue files on specific groups of products, and lists of supplies.

Interviews sales representatives in reference to their products and visits suppliers' premises to inspect goods offered.

Discusses orders with officials of the various government departments, giving assistance and information where needed.

May draw up agreements between vendors and the government for goods purchased under contract.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Specialized knowledge of some commodities.

Thorough knowledge of general market conditions for the particular commodities under his administration.

A working knowledge of all branches of the government in order to purchase more effectively for these branches.

Ability to deal effectively with salesmen and government personnel.

Ability to be firm but tactful in day-to-day dealings with others.

Education, Training and Experience

High school education with a minimum of five years' directly related experience at least two of which should be in government purchasing as a Purchasing Agent 1.

PURCHASING AGENT 3

GENERAL

This is responsible supervisory and administrative work assisting in the direction of the purchasing operation for government departments. In addition to duties of the 2 level, the incumbent assists the General Purchasing Agent in the allocation of work to subordinate Purchasing Agents and in the supervision of their activities and those of the clerical staff. In the absence of the General Purchasing Agent, the incumbent assumes his duties.

TYPICAL DUTIES

In addition to performing the duties of a Purchasing Agent 2 in regard to purchasing heavy machinery via authorized procedures:

Directs personnel, giving instruction in purchasing procedures, allocating work and generally controlling the flow of work in the office.

Reviews and signs invoices covering goods bought without prior approval of the Purchasing Bureau.

Signs prepared purchase orders for goods "Not Under Contract". Issues calls for public tender, secures bid and performance bonds and draws up agreements and contracts.

Arranges agreements between the government and contractors to secure sales tax exemption on materials for new buildings.

Provides technical direction to clerical staff engaged in the more routine aspects of purchasing.

Confers and discusses problems with all levels of government officials.

Interviews salesmen and visits suppliers' premises to inspect goods offered.

Maintains catalogue files on specific commodities.

Assumes the responsibilities of the General Purchasing Agent in his absence.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Other Qualities

Thorough knowledge of authorized purchasing procedure.

Knowledge of all branches of the government in order to purchase more effectively for these branches.

Ability to deal effectively with salesmen, suppliers, and government officials.

Ability to exercise sound judgment.

Ability to direct and supervise the work of others.

Education, Training and Experience

Senior Matriculation with considerable experience as a Purchasing Agent preferably in government.

Physical Standards

Physically capable of performing the duties assigned.