

86407

M.A.N.T.E. STAFF JOB DESCRIPTIONS

POSITION: **PURCHASING CLERK**

REPORTS TO: Manager, Purchasing

SUPERVISES: N/A

LOCATION: Board Office

JOB SUMMARY: Ensures the school divisions purchasing and financial procedures are followed, and database records are maintained.

DUTIES AND RESPONSIBILITIES:

- Prepares and analyzes school division tender documents, purchase orders and other material requisitions;. Identifies and ensures resolution of any anomalies or discrepancies;
- Prepares and maintains all necessary systems, reports, records, and files;
- Requisitions and distributes supplies and equipment, and maintains and monitors Board Office inventories;
- Provides division-wide support on inventory management;
- Tracks budgets and provides account information to appropriate personnel;
- Assigns and coordinates workloads and assists in ~~evaluates~~ performance evaluations of office staff (if applicable);
- Performs other related duties as assigned or as required and provides guidance and mentoring to junior staff.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP3-22****QUALIFICATIONS:**

- High school diploma plus one year directly related education;
- Excellent computer and keyboarding skills;
- 2-3 years related experience;
- Demonstrated ability to communicate effectively with all levels of staff and the public and to handle confidential information;
- An equivalent combination of education and experience may be acceptable to the Division.

REVISED: October 28, 2003; Motion 20-08-03

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