

JOB OPPORTUNITY

Human Resources Department

POSITION: PURCHASING ASSISTANT

REGION: Corporate Services

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

Minimum Grade 12 with some post- secondary education, special courses or equivalent training in the field of business administration. Three to five years business experience with progressively more responsibility, preferably 3 years at a senior administrative level. Previous purchasing knowledge an asset. Sound knowledge of computerized accounting and/or purchasing as well as some word processing. Ability to work independently necessary.

JOB SUMMARY:

Responsible for purchase order processing, invoice processing, coordinating office supply purchases, maintaining reference library, equipment inventories and general clerical duties. Assists with the purchase of all regular CLT goods and services when requested. Helps ensure purchase of goods and services meets Association policies. Assists the Purchasing Manager in the overall operation of the department and assumes day-to-day responsibilities of Purchasing Coordinator in his/her absence.

RESPONSIBILITIES:

Reporting to the Manager, Purchasing & Process Improvements, responsibilities include:

- Reviews and processes requests for items to be purchased ensuring requisitions meet with internal policies.
- Completes computerized entry of purchase requisitions, printing and appropriate distribution of purchase orders.
- Expedites order process as required including: back orders, missing documentation, complaint resolution, etc.
- Places orders with suppliers, as required, maintains computerized vendor files.
- Reconciles invoices to purchase orders, ensuring all documentation is complete, maintains invoice tracking system and forwards authorized invoices to accounting.
- Co-ordinates office supply orders with contracted supplier.
- Deals with discrepancies, back orders and returns, reconciles monthly statements with orders.
- Maintains source library information (product listings, catalogues, pricing adjustments on Peoplesoft).
- Maintains file information on: vendors, photocopiers, general office equipment and credit cards.
- Maintains PO files, monitoring for completed orders, missing invoices, or issues, answers telephones for department.
- Supports the Information Systems department in managing computer and technical equipment options by liaising with subject matter experts internally and the equipment supplies.

HOURS OF WORK: 37.5 hours per week

**TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:**

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E18-81

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.