

Job Title:	Corporate Procurement Assistant	Job Level:	Employee
Division/Department:	Finance/Procurement	Affiliation:	MoveUp
Supervisor Title:	Manager, Procurement Services	Supervisor Job #:	1142

ORGANIZATIONAL DESCRIPTION

We're passionate about people and creating sustainable, safe and affordable solutions to BC. We are an organization that has a People First approach and considers people first in every business decision that we make. We are part of the solution and what we do matters; from fighting climate change with battery electric buses, to affordability through cost effective transportation, to connecting remote communities, we bring the heart, soul and innovation to public transportation.

It's an exciting time to be in the transit industry and we're looking for creative and passionate people to join our team. Not only would you be joining an engaged organization but you'd also get to enjoy flexible work arrangements, extended benefits and a pension plan as just a few of the benefits BC Transit employees are eligible for. Keep reading to find out if this role is meant for you!

JOB OVERVIEW

Performs a variety of duties relating to corporate procurement, commercial, and services contract documents. This involves dealing with and understanding procurement processes, policies and procedures and various government trade agreements. Responsible for Corporate contract repository, and ensures procurement document and contract retention is compliant with Provincial guidelines for records management. The Corporate Procurement Assistant must interact with business owners, vendors, internal stakeholders, local government partners and their corresponding operating companies.

ACCOUNTABILITIES

- 1) Administrative Duties:
 - a. receive, review, analyze & respond to emails, phone calls and follow-up on meetings;
 - b. receive and review procurement work requests. Liaise with internal customer to ensure complete & accurate information provided;
 - c. compiling and maintaining all procurement data bases that are used for bid documents and contracts;
 - d. research problem situations and/or files, analyse and rectify if possible with business owner;
 - e. contact vendors to identify and clarify issues
 - f. communicate with internal and external customers how to apply procurement procedures and standards to specific situations
 - g. responsible for updating Corporate Procurement information on BC Transit intranet;
 - h. support in the creating and maintaining procurement document templates
 - i. responsible for staff meeting minutes and will assist as required with meeting minutes for internal projects;
 - j. assist with asset disposal as and when required.

- 2) Supports procurement department with competitive bid documents:
 - a) issue tender packages and receive bids in accordance with BC Transit policies and accepted procurement practices;
 - b) assists in the preparation of questions and answers for clarification for bid documents;
 - c) assists with the internal evaluation process for procurements;
 - d) maintain respondent information list;
 - e) coordinate meeting invites and travel requirements;
 - f) attend or facilitate meetings when needed;
 - g) administers and tracks procurement delegation for consultant led procurement projects
- 3) Supports procurement department with contracts:
 - a) assisting in executing contract details;
 - b) assists amending contracts as required and ongoing administration;
 - c) Issues notifications to BC Transit contract managers and contractors for contract extensions and expiring contracts
 - d) coordinating contract signatures from BC Transit authorized signatories and contracting company
 - e) communicate completed contract & purchase order to internal and external customers;
 - f) collect and track insurance and other documents for expiring and renewal
 - g) co-ordinating contracts of internal staff, departments and management led procurements for non-public bids.
 - h) update bid solicitation sites with contracts awarded by BC Transit.
- 4) Create Purchase Orders (PO):
 - a) review and analyze PO requisitions, for completeness/accuracy, appropriate authorization, clarify requirements if needed with PO requester;
 - b) research if relates to an existing contract or if PO already exists;
 - c) confirm supporting documents, review contract parameters if required and ensure request meets procurement policies, guidelines/thresholds;
 - d) provide guidance on how to proceed if issues with request, what requirements to meet;
 - e) create PO using JD Edwards and obtain appropriate signatures;
 - f) liaise with Accounts Payable with payments, additions, account code changes and general inquiries for resolution.
- 5) Following the Provincial guidelines for Records Management ensuring completeness of all contracts:
 - a) files and archives and ensures completeness of contracts and agreements;
 - b) setup, maintain electronic and hardcopy files for various Procurement projects and functions;
 - c) respond to requests from internal & external customers regarding contracts, POs, audits;
 - d) coordinate with Records Management department for off-site storage and retrieval;
 - e) gather FOI information for FOI responses.
- 6) Performs related duties as assigned, such items of a minor nature which do not affect the value of the job.

QUALIFICATIONS

- General academic background equivalent to high school graduation, including successful completion of courses in office procedures and training in the use of a personal computer utilizing word processing and spreadsheet software.
- Position requires a minimum 12 months of previous experience in a computerized office environment in which advanced proficiency in word processing and formatting and editing of formal documents has been gained as well as knowledge and understanding of corporate procurement processes.