



Buyer (PCM 41533)
Procurement
Finance

Location: London
Employment Group: Support
Hours: 35 hours per week. Monday to Friday 8:30 a.m. to 4:30 p.m.
Pay Details: \$31.05 per hour
Closing Date: Open Until Filled

Working at Fanshawe College

Fanshawe College is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the College, inclusive of our Student and Staff experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on campus, as required.

Note: This is a full-time Support position (35 hours per week).

Duties: Under the supervision of the Manager, Contract Management Office, the incumbent is responsible for providing purchasing services to the College in an ethical, accountable and transparent manner while maintaining good vendor relations and upholding the College's reputation as fair to all potential suppliers. College policies, departmental guidelines, legislative requirements and established purchasing practices are consulted in addition to meeting departmental objectives for good value and timely service.

QUALIFICATIONS

- Post-secondary 2-year diploma in Purchasing, Business Accounting or related field
- Minimum 2 years' experience as a buyer for a non-profit or profit organization
- An equivalent combination of education and experience may be considered
- Preferred experience as a buyer under the Broader Public Sector
- CPPB designation or equivalent level in SCMP designation preferred
- Experience with a computerized purchasing system as well as interactions with the payables area
- Demonstrated strong organizational skills and attention to detail
- Demonstrated ability to work independently and as a team
- Demonstrated excellent verbal and written communication skills

While transcripts are not required for the interview, they are mandatory prior to any offer of employment.

How to Apply:

For more information and how to apply, please visit the Fanshawe College website at: <https://jobs.fanshawec.ca/>

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Fanshawe College is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds.

Fanshawe College provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and the Recruitment Coordinator leading the recruitment will work with the applicant to meet the job applicant's accommodation needs.