

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT
(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION - PROCUREMENT - LOCATION - 28 JAMES ST. N.)

PROCUREMENT COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Procurement & Contract Management, responsible for the administration of City surplus goods disposal, ensuring disposals are completed in a sustainable and financially responsible manner that supports the cost-effective and efficient delivery of City programs. Provides administrative support to the Procurement Section.

GENERAL DUTIES

Receives, reviews and coordinates the disposal of surplus goods as declared by the City and its affiliates.

Deals with various internal and external stakeholders to administer the disposal process. Provides directions to stakeholders on the surplus goods disposal process and requirements.

Performs sites visits to view and inspect surplus goods in order to determine appropriate method of disposal.

Determines appropriate disposition of surplus goods, including but not limited to re-sale, e-waste, scrap, allocation to another department, donation, landfill, recycling, etc.

Researches internet for product information, potential buyers/end users/charitable foundations for goods declared as surplus.

Researches and works with vendors, buyers and charitable foundations to sell/donate surplus goods.

Researches best practices of surplus good disposal of public sector agencies and recommends improvements to City processes.

Post surplus goods for sale on online auction platforms, and/or works with vendor led auctions to sell surplus goods.

Develops and issues a sealed bid process seeking bids from potential buyers specific to surplus goods and services, through the issuance of Request for Offers, Quotations, Tenders, or Proposals, as and when required.

Manages surplus disposal contracts issued through the Procurement section.

Maintains established inventory of surplus goods in a designated area. Responsible for ensuring surplus goods inventory turnover within an appropriate time period.

Assists in the coordination of surplus goods pickup by buyers at department locations.

Requests WSIB and Insurance Certificates related to disposal of surplus goods and services..

Coordinates the receipt of payment for items declared as surplus good and ensures that funds are appropriately distributed. Reconciles sales and ensures records and complete and organized. Responsible for maintaining accurate records.

Calculates HST for offers for disposal of surplus goods and bank deposits.

Assists in the development, implementation and maintenance of procedures, guidelines, and forms related to surplus disposal.

Runs monthly transaction report of RFX documents sold and reconciles sales against City banking records.

Maintains tracking spreadsheet of all surplus goods. Creates and submits yearly report on surplus goods disposals and disposal revenues to leadership team. Creates ad hoc reports when requested.

Maintains information on Procurement's internal and external websites, ensuring information is up to date.

Maintains listing of bid securities, stores and/or deposits required bid securities, and releases bid securities.

Provides contract file management by ensuring that contract files have all required documents such as purchase order, insurance certificates, bidder's list, copy of contract document, original submissions from proponents, etc.

Performs review of contract files and supporting documents to ensure all pertinent and required documents are received and that all specifications are in compliance and have been met by bidder.

Maintains confidential hardcopy contract files, including the common file area and labelling of filing cabinets. Maintains listing on contract files on site. Determines contract destruction dates in accordance with the City's Retention Bylaw. Responsible for ensuring filed contracts are reviewed yearly and sent to offsite storage. Prepares hardcopy contract files for confidential shredding in accordance with legislative requirements. Request contracts from Records Section on behalf of Procurement staff.

Maintains Policy 10 and 11 Purchase Orders, forms and back-up.

Receives and answers inquiries by telephone and in person from the public, contractors, suppliers, salespersons, staff, outside agencies, and other departments within the corporation.

Word processes form letters, memoranda and reports. Composes offer letters for the disposal of surplus goods.

Maintains Corporate Contracts listing on Procurement intranet site. Works with Procurement Specialists to ensure contract user guides are posted and up to date.

Operates equipment such as photocopier and fax machine.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through a combination of education and related work experience.
2. Previous experience in a procurement environment with an understanding of procurement procedures and legal documents associated with Request for Tenders, Proposals and Quotes.
3. Strong time management, multi-tasking and organizational skills with the ability to continually assess and re-establish work priorities as needed in order to meet tight deadlines.
4. Ability to self-manage and work independently and possess the initiative and have the ability to carry out

instruction without detailed direction. Demonstrated ability to exercise independent judgement in carrying out assigned duties.

5. Demonstrated ability to compile statistics from data.
6. Experience in a computerized environment. Proficient knowledge in Microsoft Office (Word, Excel, OneNote and Outlook), Adobe Professional. Experience in online auction sites such as GovDeals. Knowledge of PeopleSoft would be considered an asset.
7. Demonstrated ability to work effectively with others and to display and foster teamwork within the work unit.
8. Demonstrated ability to work with figures and balance cash transactions and operate a cash register and POS terminal.
9. Effective interpersonal and communication skills with demonstrated ability to relate to peers and the public in a tactful and courteous manner.
10. Demonstrated ability to word process correspondence and reports.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
