



County Administration Building  
Belleville, ON

**Purchasing Clerk –  
Full-Time**

**2022-496-GG-308**

The County of Hastings is currently accepting applications for a Permanent Full-Time Purchasing Clerk with our Finance Department at the County Administration Building in Belleville, ON. This position is primarily responsible for providing clerical support to the Purchasing section and will also offer clerical support to the overall Finance department as required.

**DUTIES:**

- Provide administrative and clerical support to the purchasing section and the Finance department.
- Input Data to various databases, files preparation and management including responsibilities related to record retention.
- Prepare documents such as general correspondence, vendor and supplier letters, purchase orders, tenders, quotations and request for proposals.
- Assist Departments with purchasing requirements including obtaining verbal and/or written quotes as required in accordance with County of Hastings Purchasing policies and procedures.
- Review and verify incoming invoices for accuracy, reconcile to purchase orders and forward for approval and payment.
- Research products and services for price, quality, availability to ensure the County is receiving the highest return on investment, in a timely fashion to meet department needs.
- Prepare office supply orders and maintain adequate stock for the finance department to optimize service levels and minimize inventory.
- Prepare documents for distribution by mail or courier to ensure timely delivery.
- Maintain an inventory of surplus assets and assist with their disposal.
- Clerical support to Treasury including but not limited to distribution of mail, printing of cheques, distribution of reports
- Other duties as may be required from time to time.

**QUALIFICATIONS:**

- Post-Secondary School Diploma in Business Administration, or Purchasing and Supply Management or other related field
- Solid understanding of the principles and concepts of public procurement.
- Two to three years progressive office administration experience
- Excellent oral and written communication skills.
- Proficient in the use of Microsoft Word, Excel, Access and PowerPoint.
- Exceptional organizational skills.
- Excellent interpersonal skills and demonstrated ability to effectively interact with all levels of staff in the organization and with external groups, agencies and individuals
- Ability to initiate and manage multiple projects simultaneously
- Knowledge of Bids and Tenders would be an asset

**OTHER CONSIDERATIONS/ENHANCED QUALIFICATIONS**

- Preference given to purchasing experience.
- Preference given to candidates with purchasing accreditation or certification.

**HOURS OF WORK:** 8:30-4:30 (Monday – Friday)

**RATE OF PAY:** \$44,494.51-\$48,886.76/annum, plus excellent fringe benefits

Please send resume and cover letter by email to [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

Quote: **2022-496-GG-308** in the subject line

**Closing Date:** Tuesday, September 27, 2022, by 4pm

Juliana Alvarez-Molina, H.BComm  
Human Resources Advisor  
Talent Management & Acquisition

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply but advise that only those persons selected for an interview will be contacted. The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.*