
CITIZENS FIRST THROUGH SERVICE EXCELLENCE

*We have an exciting opportunity in the
Purchasing Services Department for an experienced and motivated individual*

**PURCHASING CLERK (12 Month Contract)
(FILE #14-1982-LC)**

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for providing reception and clerical services, including attending to customers at Purchasing Services Department reception counter and responding all routine enquiries, ensuring accurate completion of on-line requisitions through telephone enquiries. Maintain record of bids issuance, receipt, fees and vendor analysis sheets. Costs allocate and journalize a running inventory/orders stationary and inventory supplies, prepare inventory reports, keyboarding, maintain filing system, other record keeping duties and providing backup support to other clerical staff, as required.

Qualifications and experience: Secondary School Graduate or suitable equivalent. Minimum of three (3) year's related/clerical experience preferably in a municipal/purchasing environment. Excellent knowledge of computer, proficient computer keyboarding skills together with a thorough working knowledge of word processing and database software applications. Excellent communication, organizational and record management skills and ability to deal effectively with the public and staff.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please forward your resume in MS Word or PDF only, quoting **File #14-1982-LC** in the subject line by **Friday September 5, 2014** to:

Human Resources Department
City of Vaughan, 2141 Major Mackenzie Drive
Vaughan, ON L6A 1T1
Fax 905-832-8575
resume@vaughan.ca

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.