

JOB OPPORTUNITY
Human Resources Department

POSITION: ADMINISTRATION CLERK – PURCHASING

DEPARTMENT: Corporate

Community Living Toronto, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

QUALIFICATIONS:

Minimum Grade 12 and one year of Post-Secondary education in the area of administration and one to two years of related experience. Advanced PC skills including MS Word and MS Excel. Advanced keyboarding/data entry skills required. PeopleSoft and Switchboard experience an asset. Will consider equivalent combination of education and experience.

JOB SUMMARY:

Responsible for entering/processing purchase orders into PeopleSoft. Supporting initiators of requisitions as needed. Filing, matching, and follow up to ensure timely forwarding of invoices to accounting. Provides clerical support to the Purchasing department.

RESPONSIBILITIES:

Reporting to the Manager, Purchasing/Administrative Services Coordinator, responsibilities include:

- Validating and follows up with supervisors to ensure accurate information on requisitions.
- Entering and processes Purchase Orders in PeopleSoft.
- Liaising with vendors to ensure receipt and accuracy of the Purchase Orders.
- Maintaining filing system for Purchase Orders and assists in matching packing slips and invoices.
- Providing support to supervisors/users to use PeopleSoft to enter requisitions.
- Maintaining the items and Vendors files within the PeopleSoft program.
- Maintaining product and pricing documents made available to all users on SharePoint.
- Preparing of major account invoices for payment as requested.
- Covering switchboard and reception as needed.
- Handling courier and mail activities for the department.
- Performs other related duties as assigned.

HOURS OF WORK: 37.5 hours per week

TO APPLY:
SEND YOUR COVER LETTER AND RESUME TO:

Careers@cltoronto.ca

PLEASE QUOTE JOB POSTING #E18-136

When required, accommodations for disabilities will be provided, on request.

We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contacted for an interview.