



# ***Purchasing Assistant***

*GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.*

**Details:** Full time days, 40 hours per week, Monday to Friday 8:00.M. – 4:30 P.M.

**Pay Range:** \$15.50 - \$22.55 per hour

**Location:** Central Services, 14220 – 109 Avenue, Edmonton AB T5N 4B3

## **Typical Duties:**

This position will include tendering and purchasing a broad range of products and services as assigned. Assist with research and develop specifications to permit competitive tendering, assist with the relocation and disposal of all surplus furniture and equipment and work closely with all GEF facilities and vendors with respect to quality standards and timing of purchasing process. Maintain and file product library, purchase orders using Yardi, expedite purchases and other duties as assigned.

## **Experience/Education Preferences:**

- High school diploma or equivalent is required
- Courses completed through NIGP or PMAC is desired
- Strong computer skills (Microsoft Word, Excel & Project) is required
- Working knowledge in public purchasing environment is desired

## **Other Requirements:**

- Must have a valid driver's license and vehicle
- Excellent customer service skills
- Strong English communication skills, both written and verbal

**Please send your resume quoting job posting number:**

**(A01) PA 13 NIGP, open until filled to:**

**Human Resources, GEF Seniors Housing**

**14220-109 Avenue, Edmonton, AB T5N 4B3**

**Fax: 780-482-4054 | Email: [jobs@gef.org](mailto:jobs@gef.org)**

**Internal applicant:** Please advise your supervisor or manager of your intent to apply.

*The successful applicant will be required to undergo a criminal records check.*