



With 51 schools, over 24,000 students and more than 4,000 employees, the Simcoe Muskoka Catholic District School Board (SMCDSB) is an education community bound together by our beliefs. Our facilities are located in some of the most beautiful natural settings in the province. Our Board encompasses a large and dynamic mixture of urban centers, small towns and rural areas throughout Central Ontario. From Tottenham and Bradford West Gwillimbury to Parry Sound and Huntsville, from Collingwood and Midland to Barrie and Orillia, we are focused on enhancing the educational and spiritual development of our students. We offer excellent programs, resources and supports so that students are provided with every opportunity to reach their future goals and aspirations.

Junior Buyer

Open To:	Open Competition
Job Location:	Catholic Education Centre, 46 Alliance Blvd., Barrie, Ontario
Position Type / Hours:	Full-Time Permanent. Monday to Friday, 8:30am to 4:30pm, 35 hours weekly, plus overtime as required
Annual Compensation:	\$51,852 to \$65,021 commensurate with education, skills and experience.

The Junior Buyer is responsible for assisting with the implementation and administration of Board purchasing policies and programs. This includes ensuring the efficient and cost-effective purchasing of Board supplies, services and equipment in support of the achievement of Simcoe Muskoka Catholic District School Board's vision and mission.

Required Skills and Qualifications:

The successful candidate will bring the following skills and experiences to the role:

- ❖ 3-year diploma in business administration and/or Certified Professional Purchaser designation plus up to 3 years experience in a purchasing or accounting or related function
- ❖ excellent interpersonal skills with the ability to work in an interdependent team environment
- ❖ must be computer literate with exceptional skills in Microsoft Word and Excel
- ❖ knowledge of SDS Financial Software is an asset
- ❖ proven ability to perform multi-tasks to deadlines and under pressure
- ❖ ability to interpret and apply specialized information in order to provide solutions regarding Board purchasing requirements and practices in compliance with budget constraints and Ontario's Broader Public Sector Supply Chain Guideline
- ❖ accounting/budgeting knowledge is an asset
- ❖ administrative responsibilities will be required including but not limited to:
 - Responding to general inquiries
 - Purchasing/Accounting reports
 - Provide guidance and support for Accounts Payables and purchasing processes
 - Other administrative duties as assigned

Interested candidates must forward, in confidence, a cover letter, resume and supporting documentation to hr@smcdsb.on.ca by January 26, 2024 at 4:00pm. Please quote job posting number 102/23-24 in the subject line.

Accessibility accommodations are available for all parts of the recruitment process upon request.
Accommodation queries should be directed to the Human Resources Department at hr@smcdsb.on.ca.

Only those candidates selected for an interview will be contacted.

As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.

The Simcoe Muskoka Catholic District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at the SMCDSB.

THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

Frances Bagley
Director of Education

Maria Hardie
Chair, Board of Trustees



Our Vision

OUR FAITH. OUR STUDENTS. OUR FUTURE.

Our Mission

Faithfully, inclusively and equitably, we inspire every student to realize their God-given potential.

