

**MPAC - OPSEU
Pay Equity Job Evaluation**

Position Number: 34

Position Title	Acquisition Coordinator		
Date Evaluated	September 29, 2005	Date Revised	
Notes Taken By	Jane Mizanski		

EVALUATION

Factor	Level	Explanatory Notes
1. Writing Skills	4	Responding to questions asked by vendors, staff; develop specifications for banking/mail services; drafting procurement policies and procedures.
2. Numeric Skills	3	Detailed analysis of tender responses; review options for vehicle tender calculating discounts for open lease, closed lease, fixed interest vs floating interest rates.
3. Technical Skills/Professional Knowledge	4	Knowledge of purchasing/tendering process; ability to read contracts; some mathematical skills to calculate interest, discounts; applies knowledge to a range of activities within purchasing function; formal training in purchasing management is desirable.
4. Analytical/Problem-Solving Skills	4	e.g. Tendering for car leases – analysis of different cars, model, make, mileage, and contract options (open/closed lease, warranties, interest rate calculations); issues are relatively clear (eg. need to acquire cars), develops the recommendations for senior mgmt approval.
5. Communication Skills	3	Provides advice on tenders to staff/vendors; others not always familiar with subject matter/process; deals with businesses.
6. Co-ordinating Skills	3	Issuing tenders to numerous vendors, dealing with several departments on purchase of corporate items; coordinates questions and answers between depts and vendors.
7. Freedom of Action	5	Work is received from departments seeking to post a tender, or requests for corporate assets; incumbent is expected to complete work within established purchasing and accounting policies and procedures, ensuring signing authorities adhered to.
8. Guiding Others	2	Provides advice and guidance to departments on purchasing/tender.
9. Physical Effort	1	Normal physical effort.
10. Manual Dexterity	1	Keyboarding skills, accuracy but can lessen strain, and not continuous.
11. Audio/Visual Effort	1	Reviewing paper copy of tenders/RFP's/contracts; viewing spreadsheets on screens.
12. Working Conditions	1	No disagreeable working conditions.
General Notes		