Procurement Clerk/General Floater Wanted!

Permanent Full-time

Salary: $30.87

The City of Elliot Lake is seeking a highly organized and detail-oriented Procurement Clerk / General Floater to support the City's purchasing functions and provide relief coverage across various front-line municipal roles. This position plays a vital role in ensuring procurement activities align with established policies while contributing to smooth operations across departments.

What You Will Be Doing:

- Processing purchase orders and ensuring compliance with procurement policies.
- Receiving, verifying, and distributing incoming orders; reconciling packing slips and invoices.
- Maintaining inventory records and assisting with asset disposals and returns.
- Supporting the Treasurer with major purchases and vendor relations.
- Assisting with RFPs, tenders, and implementation of the electronic purchasing system.
- Preparing statistics, responding to inquiries, and maintaining confidential records.
- Providing temporary front-line coverage across various municipal departments as needed.

What You Bring to the Table:

- A three-year diploma or degree in Quantitative Economics, Mathematics, Statistics, or a related discipline, or an equivalent combination of education and experience.
- At least two years of relevant experience.
- Strong computer skills, including Microsoft Word and Excel; knowledge of Microsoft Great Plains or similar enterprise accounting systems is an asset.Excellent communication, interpersonal, and customer service skills.
- Strong organizational skills, attention to detail, and problem-solving ability.
- Bilingualism (English/French) is considered an asset.

Why Join Us? At the **City of Elliot Lake**, you're not just taking a job—you're becoming part of a team that shapes the culture and community spirit of our city. You'll enjoy a supportive work environment, opportunities to grow, and the satisfaction of making a real impact on public life in Elliot Lake.

CLOSING DATE: Friday, November 21, 2025

Ready to Make a Difference? To apply and view the full job posting please go to our website at https://www.elliotlake.ca/en/city-hall/jobs.aspx

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot hiring process. If you require accommodation, please contact Human Resources.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

THE CORPORATION OF THE CITY OF ELLIOT LAKE
JOB DESCRIPTION

JOB TITLE: PROCUREMENT CLERK/ GENERAL FLOATER	DEPARTMENT: TREASURY
	SUPERVISOR: DIRECTOR OF FINANCE / TREASURER
PRIMARY PURPOSE OF JOB:	To maintain the City's procurement in ensuring consistency with established policy; and to provide relief coverage to various front line positions.

BASIC JOB DUTIES: The majority of which are, but not limited to the following:

1. Places and processes purchase orders with defined vendors in accordance with policies/procedures.
2. Reviews and records work order information into established contract purchase orders.
3. Receives, verifies and distributes in-bound orders.
4. Reconciles packing slips to purchase orders and resolves discrepancies between invoices and purchase orders.
5. Performs periodic equipment and furniture inventory counts.
6. Assists in asset disposal and product return process.
7. Respond to correspondence and inquiries related to the files.
8. Prepare statistics as requested.
9. Assist with implementation and training of electronic purchasing system.
10. Ensure RFPs and Tenders are aligned to the policies/ procedures place and provides input accordingly, acting as a Purchasing Agent.
11. Assists Treasurer in large purchase orders and vendor relationships.
12. Maintain all records in a confidential and orderly manner utilizing an approved method of safekeeping.
13. Undergo cross training to provide temporary coverage to other CUPE Local 170 front-line positions, including but not limited to roles in Treasury, Building/By-Law Enforcement, Public Works and Recreation
14. Other related duties as assigned.

QUALIFICATIONS (Education, Experience, Knowledge, Skills & Abilities):

- Three (3) year diploma or degree in Quantitative Economics, Mathematics or Statistics from a recognized institution, or equivalent combination of education and experience.
- Minimum two (2) years of previous related experience.
- Computer skills including Microsoft Office Suite (Excel & Word). Microsoft Great Plains or enterprise accounting system knowledge an asset.
- Excellent customer service, interpersonal, and communication skills.
- Above average organizational skills, attention to detail and ability to solve problems.
- Bilingualism (English/French) would be an asset.