

**Job ID:** #COPE-24-01  
**Job Title:** Buyer/Customs & Traffic Officer  
**Department:** Office of Financial Services  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Permanent **Internal COPE members will be considered prior to external applicants.**  
**Job Category:** COPE Level 9.

**Date Posted:** April 25, 2024  
**Closing Date:** May 1, 2024

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit [thunderbay.ca](http://thunderbay.ca).

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

Responsible for procurement, to deliver on goods/services/equipment based on requisition requirements, including but not limited to: conducting RFx, evaluation of proposals, recommending / negotiating offers, implementing agreements with stakeholders, and supporting (as required) management of agreements within the University. Accepts purchase requests from various departments, corresponds with suppliers for quotations, prepares purchase orders, and performs buying duties. The successful candidate will prepare, understand, and control all customs documentation for both importing & exporting & ensure that shipments meet all applicable laws & regulations. The Buyer/Purchaser participates in the training and mentoring of Faculty and Staff, ensuring product is ordered and delivered in a timely fashion while meeting quality and budget objectives.

## Job Duties

# Employment Opportunity

- Compare and summarize pricing of products and substitutions advising requisitions of any specific changes
- Determine applicable sales tax treatment and tax exemptions, applicable duty on imported orders, ESA/CSA requirements and appropriate shipping methods
- Develop Purchase Orders and Blanket Purchase orders base on the predetermined specifications obtained from the requisitions and/or sourced supplier
- Schedule and follow up on Electrical Safety Authority (ESA) inspections for goods as required
- Determine tariff classification, applicable duties and GST/HST treatment for goods being sourced from outside of Canada
- Place orders and provide shipping methods and instructions
- Liaison with Shipping/Receiving as required
- Prepare CBSA documents for rebates and refunds
- Prepare export documents, Commercial Invoice, Packing Slip, Proforma, etc.

## Qualifications

- Post-secondary education in Business with 2-3 years of purchasing, customs, traffic experience in related institution or major industrial firm
- Certified Supply Chain Management Professional (CSCMP) Certification is preferred
- Demonstrated proficiency with computers and software programs including Microsoft Office, D2L, Adobe Acrobat, Colleague/Datatel systems;
- Excellent written and oral communication skills,
- Strong interpersonal skills
- Familiarity with the business sector and of the community
- Ability to work independently and effectively without direct or ongoing supervision
- Demonstrated ability to multitask a variety of high priority duties and work under the pressure of deadlines

## Working Conditions

- Office environment

## What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

## How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover



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letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email [careers@lakeheadu.ca](mailto:careers@lakeheadu.ca) for assistance.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements**