



Provincial Job Description

TITLE:
(128) Purchasing Clerk

PAY BAND:
9

FOR FACILITY USE:

SUMMARY OF DUTIES:

Orders stock and non-stock supplies, maintains inventory levels, reconciles invoices and maintains records for inventory and supplies.

QUALIFICATIONS:

- ◆ **Grade 12**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Interpersonal and communication skills**
- ◆ **Ability to work independently**
- ◆ **Knowledge of medical and surgical supplies**
- ◆ **Valid drivers license, where required by the job**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience in a Materials Management or related Purchasing setting.**

KEY ACTIVITIES:

A. Purchasing

- ◆ Obtains price quotes, product data, samples and delivery information for supplies, services, and repairs (e.g., meets with vendors).
- ◆ Orders stock and non-stock supplies.
- ◆ Reconciles invoices, tracks back orders and credits.
- ◆ Returns inventory for credit (e.g., unsuitable, damaged).
- ◆ Researches alternative suppliers (e.g., back order situations).
- ◆ Performs audits on vendor performance.

B. Inventory

- ◆ Receives inventory.
- ◆ Monitors all transactions regarding inventory.
- ◆ Processes monthly expenditure reports for departments.
- ◆ Performs inventory counts and maintains computerized inventory systems.
- ◆ Assists auditors.
- ◆ Compiles information on obsolete inventory and assists with sales/removal.
- ◆ Initiates and updates supply lists.

C. Related Key Work Activities

- ◆ Receives incoming mail and distributes accordingly.
- ◆ Prepares and distributes outgoing mail/parcels/products.
- ◆ Maintains current records regarding requisitions, vendor information, contract information, capital purchases, and general product information/catalogues.
- ◆ Places services calls, where required by the job.
- ◆ Forwards invoices and purchase orders to the Finance Department.
- ◆ Performs general clerical duties (e.g., answers telephone, files, faxes, photocopies).
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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