



# *Provincial Job Description*

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***TITLE:***  
**(088) Distribution & Stores Working  
Supervisor**

***PAY BAND:***  
**12**

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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises and assists with ordering, receiving and distribution of supplies and inventory management for the facility/region.

***QUALIFICATIONS:***

- ◆ Grade 12

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Leadership skills
- ◆ Knowledge of medical and surgical supplies, where required by the job
- ◆ Valid driver's license, where required by the job

***EXPERIENCE:***

- ◆ **Previous:** Eighteen (18) months previous experience in computerized purchasing/stores/distribution.

## ***KEY ACTIVITIES:***

### **A. Administration / Supervision**

- ◆ **Prioritizes work load, schedules staff.**
- ◆ **Deals with staff payroll issues.**
- ◆ **Trains staff (e.g., in-services to staff regarding new equipment/procedures).**
- ◆ **Provides input into policies and procedures and monitors staff compliance.**
- ◆ **Provides input into staff performance appraisals and performance reviews.**
- ◆ **Oversees Quality Improvement programs.**
- ◆ **Organizes and leads staff meetings.**
- ◆ **Provides input into budget cycle and selection of equipment.**

### **B. Inventory Management**

- ◆ **Performs inventory counts and maintains computerized inventory systems.**
- ◆ **Monitors and maintains quality and quantity of stock/supply levels.**
- ◆ **Orders stock to maintain proper inventory levels.**
- ◆ **Prepares reports from the inventory system.**
- ◆ **Ensures inventory distribution.**
- ◆ **Conducts inventory audits.**
- ◆ **Liaises with units/departments/facilities/regions.**
- ◆ **Supports off-site warehousing, where required by the job.**
- ◆ **Determines and assigns warehouse space available to meet changing demands of end user departments.**

### **C. Receiving / Distribution / Shipping**

- ◆ **Assists with unloading delivered supplies.**
- ◆ **Operates pallet jack and other related equipment.**
- ◆ **Checks shipments against packing slips and signs for receipts.**
- ◆ **Reconciles invoices, tracks back orders and credits.**
- ◆ **Inspects deliveries for damage, expiration dates, accuracy and time sensitive storage or delivery.**

### **D. Related Key Work Activities**

- ◆ **Performs general clerical duties (e.g., answers telephone, files, faxes, photocopies).**
- ◆ **Receives, sorts and distributes mail/courier items.**
- ◆ **Rotates stock and stocks shelves.**
- ◆ **Maintains billing files.**
- ◆ **Obtains new and updated Material Safety Data Sheets for regulated products.**

**D. Related Key Work Activities (cont'd)**

- ◆ **Maintains order and cleanliness in storeroom (e.g., cleaning storage areas, refrigerators).**
- ◆ **Sources new products in consultation with end users and/or manager.**
- ◆ **Maintains an inventory of fixed assets (e.g., office equipment, medical equipment), where required by the job.**
- ◆ **Obtains price quotes and delivery information for supplies/services, where required by job.**
- ◆ **Prepares purchase orders for vendors, where required by the job.**

*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.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

*SGEU:*

*SAHO:*

*Date: September 10, 2015*