



Provincial Job Description

TITLE:
(128) Purchasing Clerk

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Orders and tracks stock and non-stock supplies, contacts vendors and follows up on overdue/missing items. Maintains inventory levels, reconciles invoices and maintains records for inventory and supplies.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ Previous: Twelve (12) months previous experience with purchasing in a healthcare 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.**
- ◆ **Purchases over the counter supplies with authorized credit card.**
- ◆ **Reconciles invoices, requisitions, tracks orders and credits.**
- ◆ **Returns inventory for credit (e.g., unsuitable, damaged).**
- ◆ **Researches alternative suppliers and/or supplies (e.g., back order situations).**
- ◆ **Performs audits on vendor performance.**

B. Inventory

- ◆ **Receives and records 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.**
- ◆ **Communicates with end user/vendor on product issues.**

C. Related Key Work Activities

- ◆ **Receives incoming mail and distributes accordingly.**
- ◆ **Prepares and distributes outgoing mail/parcels/products/supplies.**
- ◆ **Maintains current records regarding requisitions, vendor information, contract information, capital purchases and general product information/catalogues.**
- ◆ **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.**
- ◆ **Places service calls.**

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: December 18, 2024