



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