



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 in a computerized purchasing environment.

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, 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.

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.
- ◆ 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.
- ◆ Delivers supplies off site, where required by the job.
- ◆ Places service calls, 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