



Provincial Job Description

TITLE:
(256) Storeperson & Purchasing Clerk

PAY BAND:
10

FOR FACILITY USE:

SUMMARY OF DUTIES:

Orders, receives, distributes and maintains inventory within the facility/region. Receives and validates invoices/returns/credits. Follows up on overdue/missing items.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

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

EXPERIENCE:

- ◆ Previous: Twelve (12) months previous experience in computerized purchasing/stores/distribution.

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.
- ◆ 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. Receiving

- ◆ Receives and records inventory.
- ◆ Assists with unloading delivered supplies.
- ◆ Operates pallet jack and other related equipment.
- ◆ Inspects deliveries for damage, expiration dates, accuracy and time sensitive storage or delivery.
- ◆ Reconciles invoices, tracks orders and credits.
- ◆ Rotates stock and stocks shelves.

C. Filling Orders / Requisitions / Shipping

- ◆ Fills orders and delivers supplies and equipment (e.g., medical, surgical, office, food services, housekeeping, linen).
- ◆ Fills requisitions for supplies from the general public (e.g., dialysis, oxygen, SAIL equipment).
- ◆ Redirects or ships to other facilities or agencies.

D. Inventory

- ◆ Performs inventory counts and maintains computerized inventory systems.
- ◆ Maintains re-order points and stock maximums.
- ◆ Initiates invoices/credits for supplies (e.g., department/facilities, clients/patients/residents).
- ◆ Maintains billing files.
- ◆ Maintains order and cleanliness in storeroom (e.g., clean storage areas, refrigerators).
- ◆ Sources new products with consultation with end users and/or manager.

E. Related Key Work Activities

- ◆ 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.
- ◆ Packages, weighs, labels and sends mail/courier and other items.
- ◆ Maintains current records regarding requisitions, vendor/contract/general product information/catalogues and daily transactions.

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