



Provincial Job Description

TITLE:
**(456) Stores & Purchasing Working
Supervisor**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Supervises and assists with the ordering, receiving, distributing and maintaining of inventory. Receives and validates invoices/returns/credits. Follows up on missing/late orders.

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 with purchasing/stores/distribution in a healthcare setting.**

KEY ACTIVITIES:

A. Administration / Supervision

- ◆ Supervises and prioritizes work load, schedules staff and deals with staff issues.
- ◆ Acts as a liaison with other departments, vendors and outside agencies.
- ◆ 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.

B. 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.
- ◆ Reconciles invoices and 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.

C. Inventory Management

- ◆ Performs inventory counts and maintains computerized inventory systems.
- ◆ Monitors and maintains quality and quantity of stock/supply levels.
- ◆ Prepares reports from the inventory system.
- ◆ Ensures inventory distribution.
- ◆ Receives supplies.
- ◆ Conducts inventory audits.
- ◆ Maintains re-order points and stock maximums.

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