



# *Provincial Job Description*

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

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Supervises and assists with ordering, receiving, distributing and maintaining 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
- ◆ 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 in computerized purchasing/stores/distribution.

## ***KEY ACTIVITIES:***

### **A. Administration / Supervision**

- ◆ Supervises, 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, 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:***

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***SGEU:***

***SAHO:***

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***Date: September 10, 2015***