

CLASSIFICATION GRID: 6

BENCHMARK TITLE: MATERIELS MANAGEMENT 1

BENCHMARK NUMBER: 80601

JOB FAMILY: ADMINISTRATIVE SERVICES

**SCOPE AND LEVEL DEFINITION**

Performs materiels management duties in a centralized environment, such as placing standing orders, and receiving, loading, unloading, and distributing supplies and materiels.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Places standing orders with specified suppliers by performing duties such as completing requisitions and distributing as required.
2. Performs receiving duties such as receiving goods, checking packing slips against invoices, recording quantities received, and checking for and recording shortages, damaged materiels, and substitutions. Refers discrepancies and problems to supervisor.
3. Loads, unloads, and distributes supplies and materiels to appropriate departments using equipment such as pallet jacks and dollies.
4. Picks orders from inventory in storage areas.
5. Performs inventory management duties such as taking physical inventory counts, rotating inventory, checking expiration dates, and informing supervisor of inventory shortages.
6. Prepares and packages medical and non-medical supplies for shipping by performing duties such as packaging, insulating, and labelling. Prepares waybills as required.
7. Enters the receipt and disbursement of supplies and materials into manual and computerized inventory systems. Notifies supervisor when reorder points are reached.
8. Responds to general inquiries related to inventory and order status.
9. Completes and maintains related records and documentation such as logs and filing systems for shipping transactions.
10. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Recent, related experience of one year  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to organize and prioritize