

CLASSIFICATION GRID: 18

BENCHMARK TITLE: MATERIELS MANAGEMENT 2

BENCHMARK NUMBER: 80602

JOB FAMILY: ADMINISTRATIVE SERVICES

**SCOPE AND LEVEL DEFINITION**

Performs materiels management duties such as meeting with user departments to identify materiel and supply requirements, and contacting suppliers to investigate and resolve discrepancies and problems. May supervise staff.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Processes purchase requests by performing duties such as meeting with user departments to identify materiel and supply requirements, contacting suppliers to determine availability and negotiate prices, and preparing and forwarding purchase orders in accordance with policy.
2. Contacts suppliers and investigates and resolves discrepancies and problems such as incorrect invoices, outstanding and back ordered items, duplicate shipments, and damaged goods.
3. Performs inventory management duties such as maintaining perpetual inventory records, forecasting usage of items, assisting in establishing reorder points, following up on inventory shortages, and arranging for disposal of outdated, obsolete, and damaged inventory. Stores and disposes of controlled goods and hazardous materials in accordance with relevant regulations.
4. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
5. Performs receiving duties such as signing for goods received, checking packing slips against invoices, recording quantities received, and checking for and recording shortages, damaged materiels, and substitutions.
6. Responds to inquiries related to inventory and order status.
7. Completes and maintains related records and documentation such as supply and equipment catalogues and logs of transactions with suppliers.
8. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Completion of a purchasing course
- Recent, related experience of two years  
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
- Ability to supervise
- Knowledge of stores methods and procedures