
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Purchasing

Grid: 16

Class Title: Clerk IV, Purchasing

I. Level Definition

Positions at this level place designated purchase orders by telephone, fax, electronic format and/or in person, contact designated sources of supply to obtain specific information, maintain perpetual inventory records including notifying appropriate personnel when reorder points are reached, contact suppliers to arrange adjustments to invoices or modifications to original orders, establish and maintain a library of equipment and supplies catalogues and/or supervise one or two designated staff.

II. Typical Duties

1. Places specific purchase orders with designated external suppliers in person, by telephone, fax and/or by electronic format; completes and enters purchase orders into system, arranges for appropriate approvals and forwards to supplier.
2. Contacts designated sources of supply to obtain specific information such as prices and estimated delivery dates and forwards information obtained to supervisor or buyer.
3. Maintains perpetual inventory records by recording information such as stock disbursements, receipts and price adjustments on inventory control and advising appropriate personnel when reorder points are reached; verifies inventory levels by performing physical inventory counts as required; maintains records of capital equipment purchases.
4. Contacts external suppliers by telephone, letter, and/or electronically to investigate a variety of matters such as incorrect invoices, pricing problems, outstanding or backordered items and damaged goods; traces duplicate shipments and organizes invoice adjustments and credit notes with suppliers as required; returns outdated and/or deleted stock to vendors as directed.
5. Maintains a library of supplies and equipment catalogues and provides information and catalogues to departments as requested.
6. Prepares and types a variety of reports such as allocation of supplies to departments, stock status reports and back orders.
7. Supervises one or two designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and two years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45 w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.