



## Job Description

### IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
U02-14	Purchasing Officer	
<i>Department</i>	<i>Position Reports To</i>	<i>Site</i>
Materials Management	Senior Purchasing Officer	H. H. Williams Memorial Hospital

### PURPOSE OF THE POSITION

Provides assistance to the Senior Purchasing Officer in procuring supplies and services for the Hay River Health & Social Services Authority (HRHSSA) in order to ensure the continued supply of resources are available to facilitate the delivery of quality health care services. Duties are performed following Government of the Northwest Territories (GNWT) purchasing policies and regulations, SCMA purchasing standards and ethics, and other GNWT & Federal regulations and legislation.

### SCOPE

This position is located at the Hay River Health and Social Services Authority (HRHSSA). The HRHSSA is an accredited, integrated Health Authority that includes a 29 bed Acute/Extended Care hospital, which also provides Ambulatory outpatient and emergency services and two Dialysis stations; Woodland Manor, a 15 bed long term care resident facility; Supportive Living Services, comprised of 3 residences and a skills development centre building; Diagnostic Imaging & Laboratory Services; Medical and Specialty Clinic Services; Community Counselling Services; Child & Family Services; Community Health and Home Care Services; Rehabilitation Services and a full range of support services.

The position works under the direction of the Senior Purchasing Officer, in the procurement, receiving, storage and distribution of medical and non-medical supplies

for the HRHSSA. The supplies are required by the end users in order to provide direct and indirect patient care. The Materials Management Department's objective is to acquire goods and services in a way that guards against and mitigates risk, understand the market, encourage competition, supports benefits for northern business (BIP) and reflects fairness, transparency and integrity in the spending of public funds.

This position is also responsible to ensure that incoming and outgoing mail is sent in a timely, efficient manner and to the correct recipient.

## **RESPONSIBILITIES**

### **1. Purchase medical and non-medical supplies, equipment and services for client departments as required.**

#### **Main Activities:**

1. Reviewing requisitions to ensure the form is accurately completed, proper signing authorities are provided, back up documentation is provided and purchasing policies are adhered to.
2. Preparing and evaluating requests for quotations from vendors as requested by Supervisor.
3. Processing orders following procedures to ensure paper work is accurate and a complete audit trail is in place.
4. Expediting outstanding orders to ensure prompt delivery.
5. Notifying department of final cost, expected delivery and any relevant information regarding the order.
6. Follow up with vendor if required to trace order and notify ordering department of change in shipping status.
7. Establishing a good working relationship with vendors and client departments.
8. Sourcing and providing new product information as requested by end user.
9. Obtaining samples of new products for evaluation as requested.
10. Providing assistance in developing specifications for material and equipment required by the client department.
11. Assisting in maintaining and updating catalog items information in Virtuo MM to ensure current pricing and information is available on request.
12. Sourcing new vendors and products and providing vendor and product information in a concise manner. Recommend alternate products and sources.

13. Ensuring MSDS records are received and updated as required.
14. Book flight and accommodations according to the travel policy and processes.
15. Assist with the reconciliation of irregular invoices.

**2. Perform shipping and receiving services for the HRHSSA, to ensure the correct material is received, and is in good condition; and that safe, and effective shipping methods are used.**

**Main Activities:**

1. Verifying and signing for shipments from carriers.
2. Verifying contents, count and condition of goods received.
3. Taking corrective action on incorrectly supplied or short shipped items.
4. Preparing damage claims and tracing shipments.
5. Data entering items received to update inventory records and ensure timely payment action.
6. Ensuring all WHMIS regulated goods are stored and handled in a manner compliant with Federal and Territorial regulations.
7. Storing inventory items and delivery of inventory and non-inventory items to client departments.
8. Keeping records of all dangerous goods shipments received ensuring that all shipments are compliant with the Dangerous Goods Act and documentation is accurately completed.
9. Obtaining authorization from vendors to return defective goods, expired items and goods not meeting specifications or no longer required by end users.
10. Selecting the best mode of transport at the most economical cost.
11. Keeping records of all outgoing shipments for tracing and payment purposes.
12. Completing month end incoming shipments reconciliation.

**3. Maintain inventory stock requirements for all departments to ensure an adequate supply of materials are on hand to facilitate daily operations of the HRHSSA.**

**Main Activities:**

1. Picking and issuing inventory stocked item requisitions in Virtuo MM system and delivering as requested by the departments.
2. Completing data entry records in the Virtuo MM System to ensure inventory adjustments are made to accurately show quantity on hand and stock is charged to the appropriate departments at the appropriate price.
3. Issuing Virtuo MM System generated purchase orders to replenish stock.
4. Updating inventory records to ensure material descriptions are accurate and complete.
5. Performing inventory counts and making necessary adjustments to ensure records are accurate.
6. Assisting to maintain the automated inventory re-orders by the appropriate usage of minimum order quantities, lead times and order points.
7. Rotating stock to ensure (FIFO) items first in are used first, to avoid obsolescence and expiration of medical supplies.
8. Keep store and distribution shelves clean and free of debris.

**4. Assist with the maintenance of capital and controllable asset management system.**

**Main Activities:**

1. Updating CAM records as directed.
2. Assisting with tagging new assets.
3. Assisting with the disposal of capital and controllable assets as directed.
4. Assisting with the inventory count of capital and controllable assets.
5. Assisting with periodic inventory of controllable assets.

- 5. Act as the Senior Purchasing Officer during vacations and other periods of leave or absence.**

**Main Activities:**

1. Complete the usual duties of the purchasing department.
2. Issue any urgent service contracts, memorandum of understanding or tenders as required.
3. Complete month end Virtuo MM system procedures and generate other monthly financial and statistical reports.

- 6. Ensure incoming mail is sorted for each department and outgoing mail is sent in a timely manner. Mail not being distributed in a timely fashion or lost could impact patient care.**

**Main Activities:**

1. Ensuring mail bag is out for pick up each morning in the mailroom.
2. Packaging all outgoing shipments.
3. Going to the Post Office daily to take outgoing packages or registered mail and pick up packages.
4. Sorting the mail for each department. Delays in sorting the mail and/or errors in sorting may impact levels of services provided by other departments.
5. Process outgoing mail, utilizing shipping/postal systems or direct postage (at the Canada Post counter) ensures most efficient and cost effective method according to client needs.
6. Monitor and request funds to replenish postal meter.
7. Monitor operation of postage meter and scale to ensure proper performance.

**Position Role in Client & Staff Safety:**

The HRHSSA is committed to creating a culture of safety throughout the organization. A culture of safety is necessary to provide optimal care to our clients, and a healthy workplace for staff. An organization with a culture of safety is characterized by several elements:

- Client-centered care;
- Healthy workplace;
- Open communication; and a

- Blame-free and accountable environment.

All staff throughout the organization shares the responsibility for client and staff safety by:

- Demonstrating a commitment to safety;
- Complying with safety policies, procedures and best practices;
- Identifying and reporting safety issues; and
- Participating in safety initiatives.

## **KNOWLEDGE, SKILLS AND ABILITIES**

This position requires a results oriented individual with excellent organization, critical thinking skills and the ability to set priorities

Knowledge of procurement procedures, policies and regulations, ethics standards and a good understanding of basic inventory control activities

Knowledge of general freight routes and warehouse/logistic functions

Knowledge of shipping and receiving procedures

Ability to communicate with internal and external clients both verbal and written format and the ability to follow both written and verbal instructions

Ability to work with little or no supervision

Ability to lift heavy objects and operate materials handling equipment

Ability to set priorities and organize daily work load

Good computer skills including the ability to use Microsoft Word, Excel, Outlook and conduct research over the internet

Valid Driver's license

These skills and abilities are normally acquired through one-year completion of a Professional Purchasing Designation and at least one year of directly related experience or an equivalent combination of training and experience.

## **WORKING CONDITIONS**

## Physical Demands

Physical Demands	Frequency	Duration	Intensity
Time spent at the computer	5x a week	3 hours	Moderate
Push cart loads of materials from stock room to departments	3x a week	2 hours	Moderate
Lifts heavy boxes as high as 6 feet onto shelves and trucks	5x a week	20 minutes	High
Moves large loads of freight with pallet mover within the hospital	3x a week	1 hour	High
Daily mail run and additional local stops requiring lifting of boxes	5x a week	1 hour	Moderate/High

## Environmental Conditions

The incumbent is exposed to extreme weather conditions when loading or unloading delivery trucks. (Temperature ranges from +30 to -45 or greater with a wind chill.) The amount of time and frequency of these extreme conditions could average twice a week for approximately one half hour. The incumbent works in an environment that provides some exposure to hazardous materials and infectious disease, through the handling of supplies and recyclables

## Sensory Demands

Close attention must be utilized in assessing information and responding to queries accompanied by frequent interruptions that result in continually evaluating and shifting priorities.

## Mental Demands

The incumbent is subjected to moderate stress through need to process and expedite purchase orders with short time frames.

The incumbent has an unpredictable workload and often has to deal with rush orders.

## CERTIFICATION

**Position Number: U-02-14-APUR-1360**

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Director/Chief Executive Officer Signature</p> <p>_____ Date</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	

**The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.**

August 18, 2004 – editorial and formatting changes only  
August, 2014 – change title, addition of mail room duties and editing