



## IDENTIFICATION

Department	Position Title	
Finance	Purchasing Clerk	
Position Number	Community	Division/Region
15-12858	Hay River	Liquor Commission/HQ

## PURPOSE OF THE POSITION

The Purchasing Clerk reports to the Manager, Purchasing and Distribution and maintains the liquor and cannabis product database for the Northwest Territories Liquor & Cannabis Commission (NTLCC) by being responsible for ensuring that liquor and cannabis products are described and managed accurately and to avoid potential losses. The incumbent would assist both NTLCC purchasing officers.

Provide stock management assistance to ensure accuracy of pricing and product set up, ordering of liquor and cannabis, processing product breaks and returns, in accordance with the Canadian and NWT acts and legislations as well as Government of the NWT (GNWT) and NTLCC policies and procedures.

Provide support at the cannabis warehouse facility, receiving, sorting, processing orders, for the four cannabis liquor stores and 2 private stores in the NWT.

## SCOPE

Located in Hay River, the Purchasing Clerk reports directly to the Manager of Purchasing and Distribution. The purchasing clerk maintains the liquor and cannabis product database to ensure that the product line is accurately recorded as approved, and the products are accurately described, categorized, and priced. The Liquor and Cannabis products database inventory value in the Northwest Territories (NWT) of approximately 3.7M.

The position works with the Cannabis and Liquor Purchasing Officers and provides support to ensure that store(s) purchase orders reflect their needs to maintain the product line and inventory levels as approved by management, order quantities, lead times and inventory levels.



Significant lost revenue could result due to errors in application of the liquor and cannabis product pricing formula or delays in passing on cost increases through pricing. Significant losses could also be incurred through improper inventory management practices such as, obsolescence and spoilage of products that are in excess of demand.

This position is responsible for aiding at the cannabis warehouse; receiving, sorting, processing orders, distributing, and shipping of all cannabis products to stores in the Northwest Territories.

The position provides leave coverage for the alcohol and cannabis Purchasing Officer(s).

## **RESPONSIBILITIES**

- 1. Maintains the computerized product database ensuring liquor and cannabis product listings, description, costing, pricing, order points, lead times, order status are accurate and up to date.**

### **Main Activities:**

- Maintain the liquor and cannabis product files in the main system database and in the stores and warehouse databases.
- Ensures that the liquor and cannabis products are entered completely and accurately, and the database is always up to date.
- Ensures that price changes are promptly transmitted to the stores.
- Ensures that order points and lead times are entered to the appropriate retail store database as approved by the NWTLC management.
- Notifies retail stores and warehouses of changes to the product line and changes in order points and lead times.
- Develops, updates, and distributes price lists for each of the stores and warehouses.

- 2. Monitors product inventory and sales levels and assists management, stores and warehouses ongoing evaluation of optimum inventory levels and the creation of lead times and order quantities.**

### **Main Activities:**

- Maintain and update product inventory levels, order quantities and lead time for approval by the NTLCC management.
- Monitor purchase orders to ensure that approved inventory levels are not exceeded.
- Work as a liaison between store and the NTLCC management to monitor compliance and validate exceptions for approval.



- Works with other members of the purchasing and distribution team toward the identification of problem areas and opportunities toward improvements to systems and processes.
- Assists in inventory tracking and tracing, including inventory loss reports.

**3. Coordinates the acquisition, distribution, and re-supply of cannabis products for resale in contract operated stores from the cannabis warehouse.**

- Reviews purchase orders for accuracy of information and to ensure order quantities are within inventory target levels.
- Issues orders to suppliers meeting critical order dates and supplier cut-off times.
- Confirms orders quantities with suppliers and revises purchase orders as required.
- Contacts carriers to arrange transportation and delivery of cannabis products.
- Initiates purchase order files.
- Traces shipments, follows up on undelivered goods, and resolves problems and discrepancies.
- Produces purchasing reports as required.
- Assists accounting department in tracking, recording and coding cannabis inventory.

**WORKING CONDITIONS**

**Physical Demands**

Most of the work is carried out in isolation in a Warehouse setting with an office. Warehouse work may consist of physically strenuous activities. Typically required to repetitively lift heavy packages weighing 3-10lbs while receiving and preparing orders, bending and stooping. The operation of pallet jacks or other pallet moving equipment. Walking back and forth repeatedly throughout the day in the Warehouse space is required.

**Environmental Conditions**

Work is normally in a warehouse environment, constant exposure to cannabis odor and dust. Some travel to communities is required where the incumbent may be exposed to dust conditions.

**Sensory Demands**

High level of concentration is required to ensure the accuracy of work.  
Moderate odor – cannabis products.

**Mental Demands**

Constant contact with suppliers, store contractors and management in relation to purchasing, product selection and inventory control which occasionally involves conflict management and resolution.



Demands for thoroughness and accuracy in work, often performed under deadlines and rapidly changing priorities.

The incumbent is required to influence and negotiate with others in price and schedules.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge, skills and understanding of purchasing, transportation, and inventory management, in a complex regulatory environment.
- Experience and knowledge of general conventional purchasing standards and principles.
- Computer skills including database management applications, inventory management, word processing, spread sheets and electronic mail.
- Organizational and time management skills. The ability to prioritize tasks, and to work independently. The ability to work under stressful conditions during periods of extreme workloads and to meet critical deadlines.
- The ability to communicate clearly and effectively with both internal and external customers from a variety of backgrounds, cultures, and literacy levels.
- The ability to build strong working relationships and work directly with people from other communities, to deliver a high level of customer service to both internal and external customers from a variety of backgrounds, cultures, and literacy levels.
- The ability to work collaboratively with others in a participative environment. Working on a team as well as working independently and the proactive sharing of relevant information.
- The ability to take independent action when necessary and in appropriate circumstances.
- The ability to operate warehouse equipment; pallet jack or other pallet moving equipment.
- The ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

Grade 12 Diploma with two years' experience in Supply Chain Management, Procurement, and Inventory Control.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

This position requires a valid Class 5 Drivers License.

#### **Position Security (check one)**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required  
☐ Preferred