



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Finance	Purchasing Officer	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
15-12858	Hay River	Northwest Territories Liquor and Cannabis Commission (NTLCC)

## **PURPOSE OF THE POSITION**

The Purchasing Officer reports to the Manager, Purchasing and Distribution and acts as the primary procurement officer for the Northwest Territories Liquor & Cannabis Commission (NTLCC) by being responsible for providing professional and value-added services in the procurement of liquor, liquor related products, cannabis and cannabis related products in accordance with the Canadian and NWT acts and legislations as well as Government of the NWT (GNWT) and NTLCC policies and procedures.

The position carries the responsibility to ensure that liquor and cannabis inventories for all retail liquor stores under contract with the NTLCC, and all private cannabis stores, including the NTLCC warehouse meet inventory turnover targets.

The position is also responsible for the cannabis warehouse facility, receiving, sorting, processing orders, distributing and shipping cannabis to all contracted private stores in the NWT.

## **SCOPE**

Located in Hay River, the Purchasing Officer reports directly to the Manager of Purchasing and Distribution. The purchasing officer is the primary purchaser of liquor, cannabis and liquor and cannabis related products in the Northwest Territories (NWT) with a landed cost of approximately \$60M per annum for liquor and cannabis.

Under the authority of the NWT Liquor Act and the NWT Cannabis Product Act, the NTLCC is responsible for the purchasing, selling, classifying, importing and distributing liquor and cannabis in the NWT. These services must be delivered in accordance with Canadian and NWT acts and legislation as well as GNWT and NTLCC policies and procedures.



The Purchasing Officer is the frontline contact for all the NTLCC's contracted liquor stores along with all private cannabis stores in the NWT.

The incumbent maintains economic inventory levels and continual product replenishment to contribute to a high level of customer service and to achieving the NTLCC's financial targets. Failure to provide these services in an appropriate manner could result in significant lost sales and a reduction in the dividend to the GNWT.

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

The position may be given acting responsibilities for leave coverage for the Manager, Purchasing and Distribution as and when required.

## **RESPONSIBILITIES**

- 1. Coordinates the acquisition, distribution, and re-supply of liquor and cannabis products for resale in contract operated stores and 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 alcohol and cannabis products.
  - Maintains numerical purchase order files, central filing system.
  - Initiates purchase order files.
  - Traces shipments, follows up on undelivered goods, and resolves problems and discrepancies.
  - Produces purchasing reports as required.
  
- 2. Coordinates the receiving, sorting, processing sales orders to private cannabis stores, and distributing and shipping of all cannabis products to all stores.**
  - Receives all cannabis shipments in the Cannabis Warehouse from suppliers and ensures accuracy of orders, notifies suppliers of any discrepancies for resolution.
  - Prepares the distribution listings for each store location, sorts, and prepares products for shipping.
  - Prepares invoices for cannabis products to Private Cannabis stores.
  - Contacts carriers to arrange transportation and delivery of cannabis products to stores.
  - Assists with the reconciliation reports for all product received into the Warehouse and distribution to store locations.



- Performing monthly inventory counts for all cannabis products in the Warehouse.
  - Coordinates breaks and cannabis products for destruction for unsaleable or recalled products.
- 3. Maintains and manages the computerized product database ensuring product descriptions, pricing, and costing are accurate and up to date.**
- Maintains the liquor and cannabis product files in main system database and in the store databases.
  - Verifies supplier pricing is accurate and up to date. Compares prices between suppliers to determine the best value to the NTLCC.
  - Verifies that the retail liquor and cannabis prices are correct based on most current pricing formula.
  - Maintains product files to ensure files are complete and updated in a timely manner.
  - Notify stores and other departments of changes to the product files.
- 4. Monitors Inventory Levels assists with Inventory Management and contributes to the ongoing development and evaluation of the inventory management systems.**
- Monitors inventory levels at stores/warehouse and prepares and develops reports that evaluate inventory management performance and facilitate training.
  - Works with other members of the Purchasing and Distribution team toward the ongoing development of systems, and the development of new technology and information systems designed to improve inventory flow, levels, and tracking.
  - Assists in developing economic order and shipping quantities and order cycles by location.
  - Assists in monthly and Year-end inventory counts.
  - Coordinates inventory destruction.
- 5. Selects Products and Manages categories.**
- Recommends products listings and de-listings based on customer demand, market research and industry trends.
  - Monitors sales and listings by category to ensure a balanced product selection.
  - Coordinates the selection and purchase of seasonal items and special listings (i.e. Gift Packs, Seasonal Beer and Coolers)
  - Research new liquor and cannabis suppliers to offer a variety of options to the NWT customer.



## **WORKING CONDITIONS**

### **Physical Demands**

Most of the work is carried out in an office setting requiring minimal physical effort. Warehouse work may consist of physically strenuous activities. Typically required to repetitively lift heavy packages weighing 3-20lbs 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 typical office environment with other work being done in a warehouse environment, constant exposure to cannabis odor and dust.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge, skills and understanding of purchasing, transportation, and inventory management, in a complex regulatory environment.
- Knowledge of general conventional purchasing standards and principles.
- Computer skills include 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 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.
- 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 three years' experience in Supply Chain Management, Procurement, and Inventory Control.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

A 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