



IDENTIFICATION

Department	Position Title	
Finance	Manager, Purchasing and Distribution	
Position Number	Community	Division/Region
15-3264	Hay River	Northwest Territories Liquor and Cannabis Commission (NTLCC)

PURPOSE OF THE POSITION

The Manager of Purchasing and Distribution reports to the Director, Northwest Territories Liquor and Cannabis Commission and acts as the senior purchasing officer by managing the classification, purchasing and distribution of all related liquor and cannabis products for the NTLCC in accordance with Canadian and NWT Acts and Legislation, as well as Government of the Northwest Territories (GNWT) and NTLCC policies and procedures. This position carries the responsibility to ensure the right product selection and maintenance of inventory levels are the most economic cost to deliver a high level of customer service while achieving the NTLCC's goals, objectives and financial targets.

SCOPE

Located in Hay River, the Manager, Purchasing and Distribution reports directly to the Director, NWT Liquor and Cannabis Commission. The incumbent carries primary responsibility for the classification, purchase and distribution of liquor and cannabis products in the NWT with average sales of \$60 Million per annum.

These services must be delivered in accordance with Canadian and NWT Acts and Legislation as well as GNWT and NTLCC policies and procedures. The incumbent is the primary liaison between the NTLCC and its suppliers, agents, transportation providers, and Procurement Shared Services.

The position directly supervises a senior purchasing officer and a purchasing officer while providing leadership, guidance, and support to contract staff involved in the purchasing and distribution functions at the contracted store locations across the NWT. Contract staff would include the management of all liquor stores as well as all private cannabis stores and the cannabis warehouse. The position is responsible for accurate and up to date product pricing in



the inventory management system and for implementing all system price changes and product assortments.

The position may be designated as acting Director, Northwest Territories Liquor and Cannabis Commission in their absence. As an officer of the NTLCC, this position has standing acting signing authority for both spending and payment.

RESPONSIBILITIES

- 1. As part of the NTLCC's senior management team, this position works with the Director, NTLCC and the Manager, Finance and Administration to develop goals and objectives, policies and procedures, reports and performance indicators.**
 - Develop and implement goals and objectives and monitor performance measures to continually improve the level of service to both internal and external customers.
 - Develop indicators and ratios designed to measure key performance areas.
 - Develop relevant reporting processes that measure progress and performance actuals to targets, and whose variances proved management with early indications of areas requiring attention.
 - Responsible for ensuring NTLCC is compliant with federal, provincial and territorial regulatory requirements for liquor and cannabis.
 - Develop policies and procedures necessary for the purchasing team to ensure business continuity.
 - Works together with NTLCC management and store operators to resolve any discrepancies or issues that may arise to ensure an outcome that meets the policies and procedures of the NTLCC.

- 2. Provides leadership and training as well as assign work to NTLCC purchasing and distribution staff and supervise daily activities.**
 - Provide direction and training, assign work to NTLCC purchasing and distribution staff.
 - Ensure staff are oriented to the workplace, including internal processes, procedures, and relevant policies.
 - Ensure staff have access to necessary systems, resources, supplies, equipment and information.
 - Develop and monitor annual employee performance objectives.
 - Identify cross-training and professional development opportunities for staff.
 - Provide acknowledgement and feedback to employees as appropriate through the performance review process.
 - Co-ordinate and assist in staff recruitment actions as required.



3. Manages the liquor and cannabis product lines and pricing functions while reviewing market trends for the NTLCC.

- Manage the regulation, classification, listing and product selection process which involves the review of all listing applications, conducting market research and analysis of new products, comparing sales in other jurisdictions, and determining if the products are right for the NWT market.
- Negotiate the pricing and merchandising of new product listings with suppliers.
- Negotiate with suppliers on price change requests and implement system wide price changes as required.
- Accurately calculate the landed cost of each product and establish retail selling prices that reflect all associated costs and markups while mitigating risk.
- Building supplier relationships, evaluate their performance and their timely delivery.

4. Manages the purchase and distribution of all liquor and cannabis products for the NTLCC. Continually reviews sales reports and de-list or discontinue products that are not meeting sales targets or are no longer available.

- Direct the orderly processing of all liquor and cannabis orders received, which involves developing and ensuring the implementation of procedures for the processing and tracking of stock requisitions, transfers and/or sales and ensuring that all designated vendors for both liquor and cannabis are kept informed of all price changes, new products, the status of out of stock items and delisted products, and resolves extraordinary issues or concerns related to sale transactions.
- Direct and authorize the purchase of liquor and cannabis products, which involves ensuring that requisitions and purchases are properly authorized and actioned.
- Manage the consolidation of shipments at key supply points, expedite orders and communicate arrangements with suppliers and carriers.
- Ensure the procurement of products and services are meeting or exceeding customer expectations.

5. Directs the management of inventory levels of the NTLCC.

- Set inventory levels and turnover targets by location based on sales history, lead times, store capacity and seasonal ferries and ice roads.
- Monitor inventory levels and turnover targets to minimize carrying costs and to achieve budgeted rates of return.
- Ensure that designated vendors and their staff are trained on the inventory management system and are using the replenishment reports to maintain inventory levels and turnover targets.
- Provide guidance and directions to store operators on the NTLCC's inventory policy and procedures.
- Maintaining cannabis inventory levels at the warehouse to meet the efficient and effective restocking of the Private Cannabis Stores.



- Required to participate in audits or inspections and month end/year-end inventory counts of the liquor stores to ensure accuracy of NTLCC assets.
- 6. Directs and manages transportation of product to ensure the most cost-effective transportation methods and processes are used.**
- Manages the tender process and contract for transportation and consolidation of liquor and cannabis products to ensure reliable service and competitive freight rates.
 - Establishes and maintains relationships with carrier representatives to ensure contractual obligations are being met and takes corrective action if required.
 - Coordinate liquor and cannabis orders to take advantage of seasonal waterway schedules, fly in options and winter road availability.
 - Keep up to date on transportation industry methods and requirements.
 - Maintain pallet inventories.
- 7. System development and maintenance in conjunction with the IT System Coordinator.**
- Development and testing of modifications to the purchasing and receiving modules, and to the inventory management module.
 - Development and testing of modifications to software systems relating to pricing.
 - Development and testing of reports relating to purchasing and inventory management.
 - Scheduling upgrades to ensure there is no disruption of service to the public.
 - Provide support to stores when the IT System Coordinator is not available.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

Occasional travel is required to conduct field audits.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of purchasing and inventory management theory and principles.
- Knowledge of computerized purchasing, inventory and point of sale systems, as well as related programs such as word processing, spreadsheets and databases.
- Knowledge of contract law and administration to be able to manage contracts under this position's authority.
- Oral and written communication skills to communicate effectively at all levels.
- Supervisory skills, including assigning work and maximizing employee performance.
- Interpersonal and negotiation skills.
- Ability to prioritize tasks and solve problems without disrupting service to the public.
- Ability and desire to deliver a high level of service to both internal and external customers.
- 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:

A professional designation in the materials management field with five years of experience in leading materials management, including 1 year of supervising employees.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

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