



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Intern - Purchasing Officer	
Position Number	Community	Division/Region
48-17549	Yellowknife	Supply Chain & Physician HR Management/ HQ

PURPOSE OF THE POSITION

The Intern, Purchasing Officer will acquire experience and training necessary to provide professional, timely, and cost-effective procurement of goods and services for the Northwest Territories Health and Social Services Authority (NTHSSA), with particular attention to inventory for the Stanton Territorial Hospital (STH), along with medical and non-medical supplies orders for Dehcho, Fort Smith, Sahtu and Yellowknife Regions. This position will also be trained and educated on warehouse and mailroom activities, including receiving, distribution and shipping of medical supply orders to NTHSSA health facilities.

SCOPE

This position reports to the Regional Manager, Materials Management – South, and is located in Yellowknife. The duties of the position are carried out in accordance with the GNWT Financial Administration Act, the GNWT Business Incentive Policy, the GNWT Contracting Regulations, NTHSSA Procure to Pay Policy, WHMIS Regulations, and Transportation of Dangerous Goods.

The NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tlicho regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services include the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tlicho Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set



clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.

Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

RESPONSIBILITIES

- 1. Under supervision the Intern, Purchasing Officer will take part in replenishment of medical and office supplies for STH Materials Management inventory by:**
 - Reviewing and determining appropriate replenishment orders based on the established re-order point and maximum, where additional investigation, physical inventory counts, and collaboration with other Materials Management functions may be required.
 - Processing the orders following all applicable policies and procedures, including verifying the source, and whether contracted pricing and delivery expectations apply, ensures appropriate documentation is in place and files physical documentation relating to orders.
 - Assists in researching and sourcing substitutions and alternatives for items as required.
 - Helps identify items to be considered for pricing agreements, standing offer agreements, and tenders, including providing relevant purchasing and consumption history and vendor information.
- 2. Purchasing non-stock medical and office supplies for STH units and other NTHSSA health facilities under supervision.**
 - Reviews non-stock purchase requisitions to ensure information is correct, aligns with NTHSSA Procure to Pay policy and has been approved by the appropriate expenditure authority.
 - Verifies sources and quotations, including pricing and delivery expectations..
 - Processes orders following all applicable policies and procedures to ensure documentation is accurate and a complete audit trail is in place, including filing of physical documentation relating to orders.
 - Notifies the end user of the final cost, expected delivery, and any other relevant information regarding the order.
 - Assists in collaborating with other supply chain staff to determine alternative sources of supply through research and coordination with manufacturers and suppliers and provides recommendations to end users on new or alternative products, including obtaining samples of products for evaluation, as required.



- Participates in providing recommendations of products to be moved from non-stock to stock in the NTHSSA STH Materials Management warehouse.

3. Guided through developing and maintaining vendor relationships and expedites outstanding purchase orders.

- Assists in contacting vendors to determine shipping dates on outstanding orders and notifies the ordering department or other Materials Management functions of changes in shipping status, if applicable.
- Arranges rush shipping or substitute when determined to be required.
- Proactively provides status updates to requisitioners and responds to follow-up requests on outstanding orders in a timely manner.
- Is included in meetings with sales representatives to maintain positive vendor relationships.
- Will be trained on providing the first point of contact for vendor issues, including coordinating returns, back orders, short shipments, and other issues, and escalates ongoing issues to the Regional Manager, Materials Management – South, as required.
- Helps support the Materials Management unit in investigating products and distribution of vendor notifications, including supply / device recalls user departments, as required.
- Aids in distributing changes, discontinuations, and new product information received to the appropriate department(s) / end users for consideration.

4. Under supervision prepares items to be sent/returned to vendors, including medical device recalls and damaged inventory.

- Obtains authorization from vendor to return defective goods, expired items, and goods not meeting specifications or no longer required by end user, ensuring proper credit is received for returned goods and suitable replacement has been ordered.
- Coordinates shipping with other Materials Management staff and documents the shipment, including product and lot numbers and shipping details.

5. General departmental duties as scheduled or requested by manager.

- Keeps work area tidy and free of hazards.
- Participates in Materials Management staff meetings.
- Participates in yearly and random inventory counts as required.
- Helps identify item master updates to ensure the financial system is accurate and current.
- Helps monitor and reports on changes to supply sources, and updates vendor information in financial system.
- Performs other Materials Management functions (e.g. mail distribution, distribution of non-stock and stock items, shipping and receiving) as required and directed by the Regional Manager, Materials Management – South.



WORKING CONDITIONS

Physical Demands

The incumbent will be required to work in a warehouse setting for approximately 5 hours per week, which includes climbing, reaching, bending, and stooping. The incumbent will also be required to lift and move boxes (up to 50lbs).

The incumbent will be required to deliver items throughout the hospital for approximately 2 hours per week, which includes pushing/pulling carts and lifting, moving, and delivering boxes.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to gain knowledge of purchasing and supply chain functions and principles.
- Ability to learn enterprise resource planning systems and Microsoft Office, particularly Outlook, Word and Excel.
- Skilled in prioritization and time management, including managing a large volume of work.
- Oral and written communication skills.
- Ability to interpret policies and guidelines to ensure compliance with GNWT procurement requirements.
- Ability to display self-control and professionalism and work well with others in stressful situations.
- Ability to participate willingly and support team decisions, including doing one's own share of the work and sharing all relevant and useful information.
- Ability to manage several requests and tasks at once, and to prioritize accordingly.
- 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 diploma in business administration with course work in supply chain management.

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