



## IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Warehouse Purchaser	
Position Number	Community	Division/Region
48-5378	Inuvik	Materials Management and Contracting

## PURPOSE OF THE POSITION

The Warehouse Purchaser is responsible for managing the warehouse and in-stock inventory items for the Northwest Territories Health and Social Services Authority (NTHSSA) to ensure that shipping and receiving and inventory are managed within relevant legislation, regulations, guidelines, policies and procedures. This position ensures that that Stores Unit is able to provide warehouse services to the NTHSSA in a timely manner and cost effectively.

The position is also responsible for procurement of a wide variety of medication, vaccines and medical materials and supplies both stock and special orders, including minor and major capital items to supply the Inuvik Regional Hospital and its offsite regional health, wellness and social services centers.

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, WHMIS Regulations, and Transportation of Dangerous Goods.

## SCOPE

The Warehouse Purchaser is located in Inuvik and reports to the Supervisor, Warehouse.

The Northwest Territories Health and Social Services Authority (NTHSSA) is headquartered in Yellowknife and is responsible for delivering health and social services in most communities across the NWT. The NTHSSA covers 1.2 million square kilometers and services approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginal peoples. The NTHSSA delivers a full-range of primary, secondary and tertiary health and

social services including family services, protection services, continuing care services, diagnostic and curative services, care placements, mental health, addictions, rehabilitation, and developmental activities. These services are delivered by more than 1,400 health and social services staff.

The Warehouse Purchaser is responsible for ordering in-stock items (maintaining the inventory stock control at the Inuvik Regional Hospital). This position receives and distributes commodities that are procured through the NTHSSA and provides services to thirteen (13) surrounding communities including Inuvik.

The position assists with ordering stocked items (approximately \$1,000,000 per year), and it records items received and tracks inventory of medical, business supplies, oxygen and cleaning supplies, and covers shipping and receiving as required.

This position is responsible for back up coverage during absences. The position works closely with the Warehouse Technician and directs the daily activities of the warehouse as needed. The position is responsible to ensure that in-stock items are replenished through ordering and departments receiving their requisitions in a timely manner. The position must communicate with both suppliers and internal departments in regards to items that are back ordered.

The position works independently within the limits of federal and territorial Acts, legislation, regulations and guidelines, policies and procedures to meet NTHSSA needs as well as for providing professional expertise and guidance on supply chain management ensuring cost efficiency, effective use of current transportation methods and timely procurement to support quality care.

## **RESPONSIBILITIES**

### **1. Ordering, purchasing and receiving in-stock items for the NTHSSA to maintain an inventory level where the departments can adequately function with their day to day responsibilities.**

- Reviews in-stock requisitions received, prioritizing and preparing purchases orders for in-stock items as needed;
- Ensuring that in-stock items are filled from inventory and orders returned to the departments or communities in a timely manner;
- Co-ordinates requisitions received from communities and departments to ensure that in-stock items are ordered in a manner that will adequately meet the demand;
- Establishes transportation arrangement for both in-stock items purchased from suppliers and in- stock items being sent to communities from the warehouse;
- Maintains and monitors inventory levels of in-stock items, and is responsible for monthly and year-end inventory counts and deals with discrepancies in an appropriate manner;

- Provides reports from the Accounting system for department expense reports, stock usage reports, outstanding PO reports and others that are used to analysis the stock and make changes to stock levels, and items, to move items out of stock or into stock depending upon usage;
- Recording and tagging assets as they are received; and
- Setting up Purchase Orders for services contracts and monitors charges and payment.

**2. Ordering, purchasing and receiving non-stock items for the NTHSSA.**

- Ensures all requisitions received have proper coding, spending and payment authority;
- Reviews requisitions received, prioritizing and preparing purchases orders for stock and non - stock items;
- Contacts various suppliers and submitting request for quotes on stock and non-stocked items to obtain competitive price quotes, deciding on best supplier for items requested and entering into purchase order agreement with supplier;
- Ensures stock items are filled from inventory and orders delivered to the departments or communities in a timely manner;
- Co-ordinates requisitions received from communities and departments to ensure orders placed are not duplicated;
- Establishes transportation arrangements for items purchased from suppliers and items being sent to communities from Stores;
- Works with accounts payable staff to verify invoices with purchase orders to identify discrepancies and promptly identify and update cost and other informational changes;
- Utilizes a computerized material management software and financial system to input purchase orders, make amendments and track changes;
- Consults with program staff on any goods that are not available from suppliers and discusses potential product substitutions; and
- Informs requestor of any delays in orders and /or lack of products availability.

**3. Responsible for warehouse records management, Cold Storage Units and NTHSSA archived records to ensure that records and contents are maintained in a manner that is consistent with the appropriate legislation's, guidelines, policies and procedures.**

- Maintains warehouse records in a manner that facilitates ease of historical tracking;
- Responsible for destruction of records from archives upon proper authorization; and
- Responsible for and maintains cold storage units and contents.

**4. Responsible for handling of the Dangerous goods and being shipped from the NTHSSA to ensure that regulations are met and items shipped in the appropriate manner.**

- Prepare documents for shipments, labeling and marking boxes/items for shipment with appropriate classification code;
- Making sure items are properly packed and meet Transportation of Dangerous Goods requirements; and

- Identifying and determining if an item is a dangerous good and requires DTG's documentation.

**5. Maintains the electronic materials management requisitioning system in the computerized accounting system.**

- Maintains electronic access to the online materials management requisitioning system by creating user profiles, mapping the approval authority and removing individuals as they are terminated;
- Sets up supply area profiles for each department so that they can pick from the drop down listing to select their stock items;
- Receives and directs online requisitions setting the priority for the purchasing and directs the purchase to the appropriate person for processing;
- Reviews all outstanding material requisitions to ensure they have been processed;
- Provides reports on purchase order and order status as requested; and
- Training of all staff on use of the online materials requisitions system.

**6. Maintains electronic record of inventory, materials received and returned goods through the Materials Management module of the SAM program.**

- Generates returned goods memos for items to be returned to supplier as unsuitable or damaged; and
- Assigns inventory numbers to supplies received and maintains inventory in SAM System.

**7. Other related duties and assignments to ensure that the warehouse and stores run in a manner that is cost effective, productive and efficient.**

- CQI participation;
- In house interdepartmental team participation; and
- Other duties as assigned.

**WORKING CONDITIONS**

**Physical Demands**

Lifting and loading of freight, pushing freight dollies, flat beds, moving equipment and furniture on a daily basis is physically demanding. The incumbent must be able to deliver supplies throughout the hospital and is subject to the risks of infectious disease.

**Environmental Conditions**

The incumbent sits near the loading bay. During the winter months that area is cool based on the loading bay opening and closing and delivery staff entering the premises. Fumes from delivery vehicles that are situated at the loading dock can also affect the employee. The load bay area can be quite noisy with the freight arriving and exiting from this location. The incumbent is required to work outside in the storage buildings and travels regularly in town.

### **Sensory Demands**

The incumbent may spend long periods of time on the telephone. The incumbent can expect many interruptions during the working day which would require moderate concentration to keep work organized.

### **Mental Demands**

No unusual mental demands.

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

- Knowledge of and understanding of trading practices, contractual terminology and supply and service ordering procedures.
- Knowledge of the transportation industry based on air, road and marine travel that is particular to Northern Canada.
- Knowledge of air transportation terminology is required.
- Knowledge of and ability to interpret relevant legislation, regulation, policies and procedures.
- Knowledge of computer-based accounting applications, word processing, databases, and spreadsheet applications.
- Demonstrate effective communications skills (written and verbal) and interpersonal skills to effectively interact and information internal and external networks.
- Demonstrate effective organizational and time management skills, including the ability to plan, coordinate, prioritize and meet deadlines.
- Familiar with medical terminology in regards to supplies in order to understand and communicate effectively with health care professional looking for supplies.
- A Class 5 driver's license and certification in WHMIS and ITA Dangerous Goods is mandatory.

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

Completion of level 1 of the Purchasing Management Association of Canada Certificate or a Level 1 Certificate in Warehouse/Stores Operations or a Certificate in Contracting combined with two years of experience in a warehouse setting or other related field and three years of experience in a computerized material management environment in a large organization (preferably in a healthcare setting). Equivalent combinations of educational qualifications and experience will be considered on individual basis.

### **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:**

☐ Required

☐ Preferred