
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical
Grid: 21

Class Series: Purchasing
Class Title: Clerk V, Supervisor

I. Level Definition

Positions at this level supervise from 3 to 10 designated staff and perform a variety of purchasing and related clerical duties and/or complete and follow up on capital equipment grant applications such as H1A 39 and H1A 40.

II. Typical Duties

1. Supervises from 3 to 10 designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Contacts sources of supply to obtain information such as prices and estimated delivery dates and forwards information obtained to supervisor and/or user departments.
3. Maintains perpetual inventory records by recording information such as stock disbursements, receipts and price adjustments on inventory control and advising appropriate personnel when reorder points are reached; verifies inventory levels by performing physical inventory counts as required; as required places purchase orders directly with external suppliers.
4. Contacts external suppliers by telephone, letter and/or electronically to investigate a variety of matters such as incorrect invoices, pricing problems, outstanding or backordered items and damaged goods; traces duplicate shipments and organizes invoice adjustments and credit notes with suppliers as required; returns outdated and/or deleted stock to vendors as directed.
5. Maintains a library of supplies and equipment catalogues and provides information and catalogues to departments as requested.
6. Maintains records of capital equipment purchases; completes capital equipment grant applications such as HIA 39 and HIA 40 and follows up with departments and funding agencies as required.
7. Prepares and types a variety of reports such as allocation of supplies to departments, stock status reports and back orders.
8. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12 and three years' recent related experience or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to keyboard at 45_w.p.m.
- (ii) Ability to communicate effectively both verbally and in writing.
- (iii) Ability to deal with others effectively.
- (iv) Physical ability to carry out the duties of the position.
- (v) Ability to supervise.
- (vi) Ability to organize work.
- (vii) Ability to operate related equipment.