Animal Purchasing - Import/Export Clerk

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Animal Purchasing - Import/Export Clerk

Office of Research - Strategic Partnerships
Hiring #: 2016-0309

Please read the Application Instructions [2] before applying

Reporting to the Administrative and HR Assistant, Research Facilities Management, the position of Animal Purchasing / Import & Export Clerk is responsible for the acquisition of a variety of live animals for research & teaching purposes for various University of Guelph departments. The incumbent verifies animal use approval for each animal request in communication with the Animal Care Committee, and ensures animals’ health status is acceptable from a bio-security standpoint for housing in the Campus Animal Facilities (CAF) research facilities and/or shipping to other institutions. The incumbent also arranges import/export of live animals according to safe shipping practices within Canada, United States, and internationally, while coordinating and executing customs paperwork with Purchasing, Canada Customs, various live animal transportation companies, commercial suppliers, and other institutions. Additionally s/he arranges the shipment of biological samples for the testing required to ensure bio-security within the facilities.

The incumbent is also responsible for monitoring electronic access via video link to a security-controlled research facility and granting access via remote door release, as well as initiating electronic access (for 350 - 400 users) and internal keys for two secure research facilities. Other duties include providing customer service as the front line information person for CAF to staff, researchers, technicians, students, volunteers, visitors and contractors, and serving as back-up to the Financial Clerk for the acquisition of goods and services.

Requirements of the position include:

- One year community college diploma in office administration plus a minimum of 1 year related clerical experience or equivalent combination of education and experience
- Extensive purchasing experience: research animals and/or goods and services
- Familiarity with iProcurement system
- Knowledge of safe shipping of live animals and customs clearance would be considered an asset
- Experience with Genetec electronic security system
- Intermediate computer skills including expertise in Microsoft Office Suite
- Attention to detail
- Excellent interpersonal and communication skills
- Ability to exercise discretion, diplomacy and tact appropriate for an animal care environment
• Ability to handle conflicting priorities and deadlines effectively, working in a fast-paced and changeable environment with many interruptions

Position Number    544-007
Classification         USW, Local 4120 Salary Band 4*
Salary Range        $22.12 Minimum (Level 1)
                      $24.72 Normal Hiring Limit (Level 3)
                      $29.92 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

Posting Date: 2016 07 22
Closing Date: 2016 07 29

Source URL (modified on 07/22/2016 - 14:36): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/animal-purchasing-%E2%80%93-importexport-clerk

Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply