Purchasing and Inventory Clerk

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Position covered by the Collective Agreement with USW Local 4120

Purchasing and Inventory Clerk

Ontario Veterinary College Health Sciences Centre (OVC HSC)

Hiring #: 2019-0481

Please read the Application Instructions [1] before applying

The Purchasing and Inventory Clerk position works as part of a team to provide procurement, financial transaction and inventory management services to the OVC HSC, focusing on all purchasing activities while adhering to dynamic standard operating procedures that guide all of the actions of the role.

As the University environment continues to change, the Purchasing and Inventory Clerk is required to change with it. The Purchasing and Inventory Clerk will be receptive to the concepts, methods and tools for successful continuous process improvement. They will demonstrate support and adapt to major/fundamental changes that improve established ways of operating and they will maintain information and knowledge in a respectful and confidential manner.

Client departments include the Companion Animal Hospital, Large Animal Hospital, Animal Cancer Centre, Equine Sports Medicine and Reproduction Centre, and the Primary Healthcare Centre. The incumbent is responsible for providing a positive and professional experience to their clients, with external vendors and central purchasing colleagues.

The incumbent administers the control of consumable supplies for the OVC HSC which includes medical, surgical and cleaning supplies and textiles. He/she is responsible for: preparing all types of purchasing processes including high and low value purchase orders, procurement card and blanket orders; running and analyzing reports to ensure appropriate stock levels; acting on outstanding sales and purchase orders, and investigating discrepancies; ensuring accuracy and efficiently processing inventory and distributing products throughout the HSC. The incumbent provides purchasing and inventory control decision support to the OVC HSC, enabling stakeholders to understand current inventory levels, trends, and product utilization.

The incumbent will be cross-trained in other areas and will be assigned to work in a variety of service areas based on operational requirements.

Requirements of this position include: 1 year of post-secondary education, preferably with a focus on purchasing or supply-chain management, plus some related experience, or an equivalent combination of education and experience. Additional requirements include: experience in an accounting and purchasing environment, familiarity with inventory and purchasing systems and computer proficiency with Microsoft Office (Word, Excel).

Candidates should demonstrate a high level of tact, diplomacy and respect; the ability to work independently and in a team environment; and the ability to create and maintain accurate records. Excellent organizational, communication and interpersonal skills are essential.

The incumbent will normally work a 7 hour day, the Health Sciences Centre operates 24 hours, 7 days per week. Flexibility in scheduling availability is required.

Position Number 621-032
Classification USW, Local 4120 Salary Band 3*
Purchasing and Inventory Clerk
Published on Human Resources (https://www.uoguelph.ca/hr)

Salary Range $21.12 Minimum (Level 1)
$23.58 Normal Hiring Limit (Level 3)
$28.51 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 08 26
Closing Date: 2019 09 03

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/purchasing-and-inventory-clerk

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