


Job Evaluation Rating Document

	<p>Job Title <u>Purchasing Clerk</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004, September 10, 2015</u></p> <p>Revised Date <u>December 18, 2024</u></p>	<p>Code</p> <hr style="width: 50%; margin: 0 auto;"/> <p>128</p>
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<p>Decision Making</p> <p>Follows prescribed standards when ordering and maintaining stock and non-stock supplies. Utilizes discretion when researching new products or obtaining stock from alternate vendors in emergency situations.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>2.5</p>
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<p>Education</p> <p>Grade 12.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>2.0</p>
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<p>Experience</p> <p>Twelve (12) months previous experience with purchasing in a healthcare. Six (6) months on the job to become familiar with various products, equipment and department policies and procedures.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>5.0</p>
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<p>Independent Judgement</p> <p>Performs purchasing activities in accordance with established procedures. Resolves minor operating problems when researching alternative suppliers or seeking vendors for out-of-stock situations.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.0</p>
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<p>Working Relationships</p> <p>Has regular contact with vendors and suppliers requiring tact and discretion. Appropriate tact required when discussing shortages within departments.</p>	<p>Degree</p> <hr style="width: 50%; margin: 0 auto;"/> <p>3.0</p>
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Purchasing Clerk

Code

128

<p>Impact of Action</p> <p>Improper record keeping may result in inaccurate billing and stock shortages which may delay related services and affect the work of other departments.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Leadership and/or Supervision</p> <p>May show others how to perform tasks or duties by familiarizing new employees with the work area and processes. Provides functional guidance to staff with product information, evaluation and pricing.</p>	<p>Degree</p> <p><u>1.5</u></p>
<p>Physical Demands</p> <p>Regular physical effort entering purchasing information with frequent periods of computer operation requiring regular accurate coordination of fine movements.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort with computer operation while communicating with vendors and staff with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Occasional minor disagreeable conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p><u>2.0</u></p>