



# Provincial Job Description

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**TITLE:**  
**(256) Storeperson & Purchasing Clerk**

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Orders, receives, distributes and maintains inventory. Receives and validates invoices/returns/credits. Follows up on overdue/missing items.

**QUALIFICATIONS:**

- ◆ Grade 12

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Knowledge of medical and surgical supplies, where required by the job
- ◆ Valid driver's license, where required by the job

**EXPERIENCE:**

- ◆ Previous: Twelve (12) months previous experience with purchasing/stores/distribution in a healthcare setting.

## ***KEY ACTIVITIES:***

### **A. Purchasing**

- ◆ Obtains price quotes, product data, samples and delivery information for supplies, services and repairs (e.g., meets with vendors).
- ◆ Orders stock and non-stock supplies.
- ◆ Returns inventory for credit (e.g., unsuitable, damaged).
- ◆ Researches alternative suppliers and/or supplies (e.g., back-order situations).
- ◆ Performs audits on vendor performance.

### **B. Receiving**

- ◆ Receives and records inventory.
- ◆ Assists with unloading delivered supplies.
- ◆ Operates pallet jack and other related equipment.
- ◆ Inspects deliveries for damage, expiration dates, accuracy and time sensitive storage or delivery.
- ◆ Reconciles invoices, tracks orders and credits.
- ◆ Rotates stock and stocks shelves/Kanban bins.

### **C. Filling Orders / Requisitions / Shipping**

- ◆ Fills orders and delivers supplies and equipment (e.g., medical, surgical, office, food services, housekeeping, linen).
- ◆ Fills requisitions for supplies from the general public (e.g., dialysis, oxygen, Saskatchewan Aids to Independent Living (SAIL) equipment).
- ◆ Redirects or ships to other facilities or agencies.

### **D. Inventory**

- ◆ Performs inventory counts and maintains computerized inventory systems.
- ◆ Maintains re-order points and stock maximums.
- ◆ Initiates invoices/credits for supplies (e.g., department/facilities, clients/patients/residents).
- ◆ Maintains billing files.
- ◆ Maintains order and cleanliness in work area.
- ◆ Sources new products with consultation with end users and/or manager.

**E. Related Key Work Activities**

- ◆ Performs general clerical duties (e.g., answers telephone, files, faxes, photocopies).
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Packages, weighs, labels and sends mail/courier and other items.
- ◆ Maintains current records regarding requisitions, vendor/contract/general product information/catalogues and daily transactions.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: December 18, 2024***