



POSITION DESCRIPTION

POSITION TITLE:	MATERIALS MANAGEMENT PURCHASING ASSISTANT
DEPARTMENT:	MATERIALS MANAGEMENT
CLASSIFICATION:	PURCHASING AGENT
UNION:	MGEU – FACILITY SUPPORT
STD. GRP#	12

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL DIRECTOR, MATERIALS MANAGEMENT
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Under the direction of the Regional Director, Materials Management, the Materials Management Purchasing Assistant carries out various purchasing and administrative functions for the Interlake-Eastern Regional Health Authority.

The Materials Management Purchasing Assistant acts as a liaison between the Regional Director, Materials Management, IERHA sites and services, and external agencies to assist in the day to day operations by ensuring an orderly flow of information and proper functioning of the procurement process.

The position of Materials Management Purchasing Assistant functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Works closely with the Materials Management Warehouse Clerks and Regional Director, Materials Management to assist with day-to-day operations.

- Manage EMS uniform inventory and process staff allotment orders.
- Provide assistance to the Regional Director, Materials Management with staff scheduling and other administrative duties as assigned.
- Process transactions (PO's, Receiving, Return, etc.) in Dynamics (Matman software program) as required.
- Research for materials and information, communicate with vendors and other departments within the Interlake-Eastern Regional Health Authority.
- Keep up to date with current pricing contracts.
- Assist with inventory counts as required.
- Keep accurate records of all transactions.
- Process incoming and outgoing mail.
- Print Shop duties as required.
- Adhere to all infection prevention and control standards.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 education.

REQUIRED KNOWLEDGE:

- Demonstrate working knowledge of WHMIS and MSDS guidelines.
- Demonstrated knowledge of Windows and MS Office.
- Knowledge of medical supplies and equipment.

EXPERIENCE REQUIRED:

- Minimum 2 – 3 years experience in purchasing/ materials management, preferably in the healthcare industry.
- Demonstrated experience with computerized inventory control system, including Great Plains Dynamics (Matman).

SKILLS/COMPETENCIES:

- Excellent organizational and communication skills.
- Ability to maintain positive working relationships in a team environment.
- Ability to work under pressure and meet set deadlines.
- Ability to work with minimal supervision.
- Physically capable of performing tasks that involve regular movement and some heavy lifting.
- Valid Province of Manitoba Class 5 driver license.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.

- Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: March 2019
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.