

Job Description/Specification

Identification	J0219	TFEU/BCTF Joint Salary Committee Decisions
JOB/POSITION TITLE:	Facilities and Purchasing Assistant	FORMER TITLE/DEPARTMENT: FAS Clerk (J0218)
DIVISION/DEPARTMENT:	FAS	PAY GRADE: 4
SUPERVISOR'S TITLE:	Facilities Supervisor (J0257)	DATE APPROVED: Sep 21, 2018

Function and purpose (a)

To provide purchasing and facility services support.

Principal duties and responsibilities (a)

1. Develops activity plans, program statements, and operating budgets for the purchasing program for the procurement of all general office supplies, furniture, and equipment, and implements and monitors budgets.
2. Establishes ordering systems and follows procedures for the procurement of all general office supplies, furniture, equipment, and business cards.
3. Develops and maintains purchasing policies and procedures manual and ethical purchasing policies, including ensuring primary suppliers are in compliance with supplier code of conduct.
4. Locates competitive suppliers, meets with supplier representatives, negotiates terms, and makes purchasing decisions. Contacts suppliers to ensure terms of contract are followed and invoicing errors are corrected.
5. Reviews, maintains, and controls supply inventory on an ongoing basis.
6. Maintains safety data sheets (SDS) for all supplies.
7. Inputs purchase orders and sends copies to suppliers, arranges for custom brokerage of international orders, receives and verifies orders, checks packing slips and invoices with purchase orders for accuracy and obtains required program co-ordinator authorization to submit invoices to Accounting. Handles rush and emergency orders.
8. Receives all general office supplies, furniture, and equipment. Stocks supply cupboard shelves on a daily basis and ensures orderly distribution of supplies to and from departments.
9. Ensures new furniture and equipment is bar coded and information related to the furniture and equipment is recorded in the purchasing data base. Maintains the inventory database for furniture and equipment. Performs furniture and equipment inventory check.

10. Performs carbon footprint data collection, reporting, and product and supplier searches for the BCTF Green Plan. Creates, maintains and revises databases and spreadsheets.
11. Monitors the Facilities Services stationery and computer supply budget.
12. Responds to BCTF staff and tenant service requests and queries in a timely manner. Calls appropriate service providers and contractors as needed and communicates what action was taken.
13. Maintains an inventory, distribution, and retrieval system for all BCTF and tenant keys and access cards. Programs access cards for staff, tenants, visitors, contractors, and BCTF members.
14. Is familiar with emergency and building procedures. Follows established procedures and provides appropriate facility service in an emergency situation.
15. Maintains documentation and supplies in earthquake cabinets.
16. Co-ordinates joint BCTF/PSA Art program and moves art to and from displays.
17. Codes and processes transactions on the monthly Visa bill that are pertinent to the Facilities and Purchasing Assistant position.
18. Monitors the water filtration and plant maintenance contracts.
19. Maintains and updates signage for common areas, desks, recycling bins, etc.
20. Provides administrative assistance to the Facility Services Supervisor.

JOB REQUIREMENTS

This section sets out the minimum requirements in the areas of EXPERIENCE, EDUCATION, TRAINING, CERTIFICATES, AND PHYSICAL DEMANDS necessary to perform the job.

Experience (b)

Two years' related purchasing, clerical, accounting, facility services and data entry in a service-oriented environment. Heavy volume of numerical data entry and calculator use. Demonstrated ability to work independently, excellent communication, negotiation, and inter-personal skills.

Education and training (c)

Completion of secondary school (Grade 12) supplemented by purchasing, inventory control, facility management, accounting, and computer courses.

Licences and certificates (c)

None.

Environment (g)

Environment limited to conditions normally associated with office clerical work such as communications skills, equipment dexterity, large volumes of data entry, and scheduling pressures. Occasional exposure to volatile organic compounds, dirt, dust, and noise in all areas of the facility.

JOB CHARACTERISTICS

This section is a key component of the Salary Determination process. This section also forms part of the job description and describes some of the conditions under which the work is performed.

Contacts and relationships (d)

Contacts and relationships required with all levels of BCTF staff, and committee members and visitors in order to provide services and information.

Contacts and relationships with people external to the Federation include suppliers, tenants and contractors to order supplies and services and follow-up on such requests. Communication skills require a high degree of service attitude, courtesy, and tact.

Machines, equipment and work aids used

Windows system using Word, Excel, purchasing database, security, and accounting systems. Cheque signer, telephone, calculator, photocopier, FAX machine, supplier catalogues, Federation purchasing policies and procedures and program statements.

Positions supervised (e)

None.

Physical and/or mental effort (f)

Work involves daily lifting and carrying to unpack and move stock to and from storage rooms. Mental fatigue and effort related to deadlines, volume, and accuracy pressure in the processing of payment vouchers and purchase orders.

Working conditions (g)

Nature of the work is such that the incumbent is occasionally exposed to dust, dirt, volatile organic compounds, and unsanitary conditions. Must be able to respond to emergency situations.