

## Job Description

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<b>Job Title:</b>	Laboratory Supply and Solvent Specialist
<b>Department:</b>	Chemistry
<b>Reports To:</b>	Financial Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 5
<b>Effective Date:</b>	June 1, 2017

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### **Primary Purpose**

This position manages the inventory (discovery, ordering, and augmentation) and contributes to managing the day-to-day operation of Chemistry Stores. In addition, this position provides expertise on solvent supplies and distribution and provides a variety of miscellaneous administrative services to the Chemistry Department. By centralizing duties and obligations, costs to the University, and especially to the Chemistry Department, are minimized.

### **Key Accountabilities**

#### **Chemistry Stores Inventory Management**

- Perform daily ordering to replenish Chemistry Stores inventory
- Source products for competitive pricing and to replace discontinued products
- Ensure electronic inventory numbers match physical numbers
- Collect and analyze statistics on the sales of inventory items
- Inspect and receive ordered products including chemicals and hardware upon delivery
- Organize bi-annual inventory counts

#### **Chemistry Stores Financial Administration**

- Prepare expense, charge, and inventory reports at the request of the Financial Officer
- Process monthly Chemistry service charges
- Obtain and keep track of monthly expense approvals from Chemistry Stores customers
- Submit to Finance weekly POS sales reports

#### **Undergraduate Laboratory Services**

- Organize, order, and distribute the locker keys for the Chemistry First Year Undergraduate Laboratory
- At the beginning and completion of every term, be present in the lab twice a day for two weeks to collect fees for breakages
- Track First Year Lab student outstanding fees and work with the liaison with the Registrar's Office to reconcile student accounts following the conclusion of each term

#### **Departmental Services**

- Maintain a database of door key codes for ESC, C2, and parts of DC
- Issue key permits to eligible staff, faculty, and students
- Perform gas cylinder audits and prepare demurrage reports on a yearly basis
- Take monthly nitrogen gas line readings across the campus
- Assist the staff and faculty with any requests pertaining to sales, inventory, pricing, shipping through Agile, and procuring through Unit4
- Collect courseware packages for preparation and submission to the Book Store/Retail Services

## Job Description



- Ensure liquid nitrogen and dry ice is available to Chemistry graduate students if needed over weekends and statutory holidays

### **Bulk Solvent Activities**

- Dispense solvents to fulfil research lab/teaching lab orders and requests
- Dispense solvent from these drums into 2L standardized bottles
- Ensure the correct solvents are dispensed into the correct bottles
- Keep track of every litre by managing an inventory of barcodes
- Unload and move 200 litre solvent drums weighing 200-350 kilos

### **General Administration**

- Provide back-up support to the Chemistry Stores front counter during peak periods and during vacations
- Assist the Services Manager with any tasks that may arise
- Prepare and submit work requests to have door locks changed or replaced
- Process glassblowing orders submitted on a term-by-term basis by the University glassblower
- Liaise with the University Safety Office on issues related to safe practices and laboratory chemical inventories

## **Required Qualifications**

*If hiring today, what would be the required education, experience, knowledge, skills and abilities?*

### **Education**

- Completion of a College diploma required, Bachelor of Science degree preferred, or equivalent education and experience.

### **Experience**

- Two plus years inventory management experience, previous financial management experience required.
- Must have previously worked with chemicals and have completed chemical safety and handling training.
- Experience with inventory management and financial management software.
- Excellent written and verbal communication skills.

### **Knowledge/Skills/Abilities**

- Must have the ability to quickly acclimate to new software suites.
- Intermediate MS Word, Advanced skills in Excel, with experience with functions and macros simplifies inventory and financial related tasks.
- Basic Powerpoint skills, eRPortal Asset Management Software, Outlook, Sharepoint, POS and WatCard payment terminals and financial management software.
- Must have exceptional attention to detail and enjoy working in a team environment.
- Ability to unload and move 200-350 kilo solvent drums using a solvent drum cart on a regular basis.

## **Nature and Scope**

- **Contacts:** Requires the ability to politely and constructively interact with customers, staff, and faculty personally or via email on a daily basis.
- **Level of Responsibility:** This position oversees monthly purchases of tens of thousands of dollars. This position must justify these purchases and be prepared to address situations in which products are incorrectly ordered or need to be returned to the supplier.
- **Decision-Making Authority:** This position works with the departmental Financial Officer and Services Manager and is expected to provide information or reports in the interest of assisting with decision-making.

## Job Description



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- **Physical and Sensory Demands:** This position is expected to be able to lift and transport heavy containers and boxes. This position must be comfortable in utilizing the tools available to move 200 litre drums of solvents safely.
  - **Working Environment:** The working environment in which this position operates includes the Chemistry Stores office, the loading dock and receiving area, the front counter, bulk storage areas that conjoin the university Waste Facility, and the ventilated concrete bunker areas designed for the storage and dispensing of solvents.