

## Job Description

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<b>Job Title:</b>	Purchasing and Inventory Control Coordinator
<b>Department:</b>	Waterloo Eye Institute (WEI)
<b>Reports To:</b>	Financial Manager, WEI
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 4
<b>Effective Date:</b>	November 2020

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### **Primary Purpose**

The Purchasing and Inventory Control Coordinator is accountable to the Financial Manager (WEI), to maintain the inventory of commonly used supplies and other resources used in clinical, administrative and research activities within the School of Optometry and Vision Science. This position is a member of the Waterloo Eye Institute.

### **Key Accountabilities**

<p><b>Inventory Management</b></p> <ul style="list-style-type: none"> <li>• Order, stock, process and maintain inventory of supplies/resources by working with vendors on and off campus</li> <li>• Order and ensure delivery of all commonly used supplies for clinical, administrative and research education in a timely manner; advise users of any anticipated delays</li> <li>• Performs timely and accurate stock adjustments to ensure effective inventory management</li> <li>• Works closely with the all users to monitor inventory levels and advise on price changes, back orders and/or discontinued items</li> <li>• Manages the product life cycles to ensure minimum wastage due to expired products</li> <li>• Ensure quality by inspecting goods received for shortages, damage, etc. Resolve problems when necessary</li> </ul>
<p><b>Inventory Documentation and Disbursement</b></p> <ul style="list-style-type: none"> <li>• Create and maintain electronic inventory system (software yet to be determined)</li> <li>• Devise a system for re-order of regular items, including tracking minimum inventories</li> <li>• Monitor, track and deliver orders to various areas within the School (clinic, main office, research centres)</li> <li>• Monitor and track timeliness of deliveries, ensuring quality and quantity of material</li> </ul>
<p><b>Financial Reconciliation</b></p> <ul style="list-style-type: none"> <li>• Responsible for the accurate processing and distribution of all internal charge outs on a monthly basis</li> <li>• Follow up on any outstanding requisitions that require authorization</li> <li>• Reconcile purchasing card (PCard) statements on a monthly basis and send to the Financial Manager for approval</li> </ul>
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Other duties as assigned from time to time by the clinical administration</li> </ul>

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## Required Qualifications

<b>Education</b> <ul style="list-style-type: none"><li>• High school graduate or equivalent education and experience required</li><li>• Medical terminology course, health care clinic assistant courses is beneficial</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• 2 + years administrative/client customer service experience in healthcare facility (preferably in a post-secondary setting)</li><li>• Experience with inventory management is beneficial</li></ul>
<b>Knowledge/Skills/Abilities</b> <ul style="list-style-type: none"><li>• Sound knowledge of the Inventory management software is required</li><li>• MS Office – Strong knowledge of Excel and working knowledge of Word is required</li><li>• Knowledge of University policies and procedures relating to purchasing and inventory control (17)</li><li>• Superior organizational skills, attention to detail, must be a self-starter, good at time management, able to work independently in a fast paced and varied environment, with multiple demands of varying priority</li></ul>

## Nature and Scope

- **Contacts:** Internal contacts will include a variety of personnel within the school (clinic, main administration, research centers and labs). The incumbent will also work with various units across campus such as Central Stores, Plant Operations, and Finance. Externally, the incumbent will work with various outside suppliers, ensuring that they are negotiating the best volume discounts possible.
- **Level of Responsibility:** Oversee all ordering, inventory, and price accuracy. Ensure that all orders are charged to the correct accounts prior to sending charge outs to the Financial Manager for verification.
- **Decision-Making Authority:** The incumbent is responsible for the daily operations of the store room and inventory control. The incumbent is tasked with ensuring that they are finding the best possible pricing for the materials and supplies commonly used within the School.
- **Physical and Sensory Demands:** Subject to standing for long periods of time, lifting and storing large boxes that may weight up to 50 lbs.
- **Working Environment:** This position is located within the clinic environment and the normal working hours are 7:30 a.m. – 3:30 p.m., but from time to time it may be necessary for the Financial Manager to assign alternate hours.