



# NIAGARA REGIONAL POLICE SERVICE

Career Opportunity

**Position Title:** C33/2019 - Purchasing Clerk  
**Current Location(s):** Police Headquarters, 5700 Valley Way, Niagara Falls ON  
**Association:** Niagara Regional Police Association  
**Posting Date:** February 21, 2020  
**Closing Date:** March 23, 2020

## POSITION SUMMARY

The Purchasing Clerk is accountable for purchasing and distributing sufficient and relevant Stores stock and equipment to supply the needs of the Service.

## JOB SPECIFICATIONS

- Secondary school diploma plus completion of up to one year of post-secondary courses (e.g. Office Administration, Accounting, Business, Software, etc.)
- 1 year related pre-job experience (i.e. stockroom/warehousing) and 1 year on the job to which allows for a full fiscal year cycle and to complete any inventory audits necessary.
- Good interpersonal skills
- Excellent organization skills in both warehousing and data management
- Ability to work without supervision
- Knowledge of accounts payable
- Valid Class G Driver's License and successful completion of NRPS Driver Examination
- Proficiency in a variety of computer software applications such as MS Word and Excel, Kronos, and Service databases (e.g. Paradigm Business System inventory control software)
- Typing skills (40 wpm)

**NOTE:** As a condition of employment, the incumbent is required to successfully obtain:

- Propane Handling Certificate
- Fork Lift Operators Certificate
- Canada Border Services Agency Brokerage Training

## MAJOR RESPONSIBILITIES:

1. Receive, analyze, and fulfill Quartermaster (QM) Stores Requisitions from all units on stock items and special orders. Administer logistics of all aspects of this process, through to delivery, payment, and records keeping.
2. Purchase, receive, stock, and maintain all "in stock" Service stationary, forms, requisitions, letterhead, office supplies, special or custom documents/equipment, and

- uniform supplies for QM and Stores inventories. Forecast levels and amounts of inventory and ensure adequate inventory levels are maintained at all times.
3. Administer, control, and assist Service members with any type of Service authorized on-line ordering systems through various vendors (i.e. Beatties, Brian's Printing, and several in the United States).
  4. Receive, review, sort, analyze, distribute, and fulfill to completion Unit mail, memoranda, vendor information, invoices, incoming QM requests for purchases, and any other special requests made in person, by phone, via e-mail, and on Service expenditure requests or other documentation.
  5. Prepare purchase orders or requisitions upon authority of Purchasing Coordinator and send to vendors or Region of Niagara Purchasing as need be. Make purchases of any approved Service needs on the Purchasing Clerk or Purchasing Coordinator's VISA as needed.
  6. Account for all incoming goods or services, and correlate purchase orders, packing slips, and invoices to ensure accuracy. Unload transport vehicles using tow motor and/or lift truck. Input and maintain records of all transactions in requisite filing system.
  7. Input, maintain, and audit inventory files of all received, shipped, and stored goods in Paradigm Business System (PBS). Create and input data such as new personnel and equipment.
  8. Purchase for and maintain Service Tuck Shop. Complete sales in cash to Service members and the public. Account for Tuck Shop petty cash.
  9. Monitor Service death notifications and place floral orders to appropriate vendors for delivery on behalf of the Chief of Police.
  10. Maintain working relationships with Finance Unit, Region of Niagara Purchasing, Niagara Public Purchasing Committee (NPPC), and end users in order to ensure the needs of the Service are met. Liaise with vendors to ensure pricing and delivery mandates are met.
  11. Receive and safely store weapons, combustibles, ammunition, and other hazardous goods arriving from Evidence Management Clerks or other sources as allowed by Service policy until appropriate destruction. May assist in disposing of firearms and weapons by use of hydraulic chopping machine. Receive various types of sensitive or confidential media (i.e. documents, tapes, DVD, etc.) for destruction by appropriate method.
  12. Enter data in Kronos for attendance reporting.
  13. Prepare various fiscal reports related to Unit (i.e. PBS crystal reports, VISA reports, invoicing spreadsheets for cost centres, inventory reports, etc.).
  14. Perform relief duties of the Quartermaster's Clerk position as needed.
  15. Other related duties as assigned.

**This is a permanent full time opportunity with the Service with an annual salary starting at \$65,892.26.**

**Qualified applicants are invited to submit a cover letter and resume online by clicking on the Civilian Application Form link referencing the Position Number/Title above.**