



JOB DESCRIPTION

JOB TITLE	Coordinator, Purchasing
MINISTRY/DEPARTMENT	Finance
REPORTS TO	Senior Manager, Financial Systems and Services
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Coordinator, Purchasing negotiates vendor pricing and sourcing for MNBC offices, Ministries, and Departments, as well as overseeing the procurement of products. Additionally, the Coordinator optimizes supply chain management, monitors and replenishes inventory levels, and facilitates the purchase order process by maintaining records, budget coding, and submission to the Finance department.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Processes Purchase Requisitions and creates Purchase Orders for various MNBC Ministries and departments.
- Ensures correct financial coding and appropriate approvals are included in each PO package.
- Negotiates pricing and sourcing details with vendors and purchase products for all MNBC offices, Ministries, and Departments.
- Submits completed EFT and VISA purchase order packages to the accounts payable team.
- Ensures appropriate vendor pricing is in effect, including discounts and rebates.
- Coordinates and monitor prioritized shipping and/or returns as needed.
- Communicates with staff about delays, price adjustments, and other changes for processed orders.
- Follows MNBC annual budgets for central service department purchases.
- Tracks Gift Card purchases and disbursements for each ministry and department.
- Orders and track MNBC swag for internal use in conjunction with the Communications department.
- Processes orders and maintain business tools inventory in conjunction with the IMIT department.
- Maintains consistent communication with front reception with regards to daily deliveries and office supply inventory and organization.
- Performs reception activities such as receiving visitors, answering, and redirecting telephone enquiries, taking telephone messages when necessary, and handling routine enquiries regarding MNBC's programs and services
- Daily log of all incoming calls, mail, and shipments
- Assists in creation and preparation of technical documents
- Make recommendations to various Departments and Ministries on a regular basis on how to improve customer service standards
- Gathers and collates customer service standards reports from various Ministries
- Creates effective customer service procedures, policies, and standards.
- Develops customer satisfaction goals and coordinates for MNBC to meet them on a steady basis
- Carries out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Supports team by performing tasks related to organization, customer service, and strong communication.



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- Completes operational requirements by completing administrative projects and expediting work results.
- Develops and implements recommendations for supply chain management optimization.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing, and expediting orders for supplies.
- Supports MNBC's purchase order process through record keeping, budget coding, and submission to Finance.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Give

- None

QUALIFICATIONS

- Diploma in Business Administration or a related field from a recognized, post-secondary institution.
- Minimum three (3) years of related work experience in a purchasing / supply chain environment.
- A combination of relevant experience, education, and training may be considered.
- Demonstrated outstanding interpersonal and communication skills with the ability to provide clear direction and make decisions independently.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Coordinate work tasks in a high-volume and fast-paced environment.
- Proven ability to lead, problem solve and utilize team-building skills.
- Ensure confidentiality in all matters, as appropriate.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtishcikêwîn (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.



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- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.