



POSITION DESCRIPTION

POSITION TITLE:	RECEPTIONIST CLERK - PURCHASING
DEPARTMENT:	MATERIELS MANAGEMENT
CLASSIFICATION:	CLERK III
UNION:	MGEU – FACILITY SUPPORT
STD. GRP#	104

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL MANAGER, MATERIELS MANAGEMENT
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The Receptionist Clerk – Purchasing is responsible for providing general office function and clerical support. The position requires the ability to provide a combination of reception and clerical duties and to maintain excellent rapport with the staff and public. The position of Receptionist Clerk – Purchasing functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Provide clerical support for staff as assigned including preparation/ typing of routine correspondence, reports, minutes, forms and documents of a confidential nature.

- Performs general office functions (copying and faxes).
- Sorts and distributes incoming mail and intersite courier items and prepares outgoing mail.
- Files correspondence, records and reports.
- Maintains office equipment. Assist with equipment set up as required.
- Organize, process and assemble documents such as invoices, purchase orders and packing slips to forward to Accounts Payable in a timely manner for payment.
- May compile statistics for month end reporting.
- Provides assistance and coverage for other staff as required.
- Assists Regional Manager with account reconciliations as required.
- Process Materials Management transactions in Microsoft Dynamics GP as required.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Grade 12 required
- Business Administration certificate from a recognized college preferred

REQUIRED KNOWLEDGE:

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EXPERIENCE REQUIRED:

- Two to three years related experience is required
- Demonstrated proficiency in computer applications and in particular Microsoft Office programs and Microsoft Dynamics GP software

SKILLS/COMPETENCIES:

- Excellent communication skills
 - Ability to maintain positive working relationships in a team based working environment
 - Demonstrated ability to display professional conduct at all times when dealing with fellow staff members, clients, public and Board Members
 - Ability to work with a variety of sensitive information and to maintain confidentiality at all times
 - Demonstrated organizational skills
 - Ability to work under pressure and meet deadlines thereby establishing priorities and completing assignments on time
 - Ability to operate required equipment
 - Ability to work with minimal supervision and frequent interruptions
 - Completes and maintains a satisfactory pre-employment security check
 - Satisfactory employment record
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WORK CONDITIONS

- The incumbent functions in a multi disciplinary team environment on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
March 2016
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.