



**North Eastman Health Association Inc.  
Job Description**

**Purchasing Materials Management Assistant**

**Position Summary**

The Purchasing Materials Management Assistant acts as liaison between the Regional Materials Management services and all other departments and external agencies and assists the Director in the day to day operations of the department by ensuring an orderly flow of information and proper functioning of the system. The Purchasing Materials Management Assistant functions in a manner consistent with and supporting the Mission, Vision, Values & Guiding Principles of the North Eastman Health Association.

**Reports To:** Director, Materials Services

**Location:** ISS/ Materials Services/ Payroll Services  
Hwy 302 South - Beausejour

**Union:** MGEU – Facility Support

**Std Grp.** 12

**Qualifications:**

Education and Experience

- Completion of Grade 12 high school education.
- Minimum 2 – 3 years experience in purchasing/ materials management, preferably in healthcare industry.
- Minimum 2 - 3 years experience in office procedures with typing or keyboarding skills of 40-45 wpm.
- Demonstrated excellent computer skills in Microsoft Office.
- Demonstrated excellent skills in Great Plains Momentum Materials Management software program an asset.
- Post secondary education in Purchasing/ Materials Management an asset

Knowledge, Skills and Abilities

- Demonstrated organizational ability.
- Demonstrated communication abilities, both written and oral.
- Demonstrated ability to analyze complex situations and environments and produce innovative solutions.
- Good physical and mental health to meet the demands of the position.
- Ability to maintain positive working relationships with management, staff and external agencies.
- Self motivated and team building.

**Position Duties and Responsibilities:**

- Maintain all accepted office procedures of typing, filing and research for materials and information.
- Process all purchasing orders in accordance with the policies and procedures of the Region.
- Ensure product recall/ return, receipt and distribution.
- Compare price quotations, proposals and/or tenders for purchase as directed.
- Research for materials and information, communicates with vendors, review catalogues and other source material on items for purchase.
- Assist in the taking of periodic inventories.
- Maintain a current record of prices for all stock and non-stock items through the computer system.
- Maintain and keep a current computerized inventory system by recording all transactions on a daily basis.
- Maintain records and contract information in relation to the Regional Health Authorities Manitoba Purchasing Program (RHAMPP).
- Keep abreast of all new innovations and information relative to healthcare supplies and equipment.
- Maintain inventory and catalogue all printed material used in the Region.
- Perform other related duties as assigned.

**Workplace Safety and Health:**

- 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.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_ Date  
Manager/ Supervisor

Approved by: \_\_\_\_\_ Date  
Vice President/ CEO

Reviewed by: \_\_\_\_\_ Date  
Director, Human Resources