**QUARTERMASTER/TRANSPORT COORDINATOR**

**TREATY THREE
POLICE SERVICE
EMPLOYMENT OPPORTUNITY
QUARTERMASTER/TRANSPORT COORDINATOR**
The Treaty Three Police Service is currently accepting resumes for an Experienced Quartermaster/Transport Coordinator to fill (1) one position at the Treaty Three General Headquarters in Kenora.
**POSITION SUMMARY**
Reporting to the Chief of Police, Fleet and Supply, the Purchasing Coordinator is responsible to supply internal customers with an uninterrupted flow of uniform & equipment, and fleet vehicles.
This includes the overall management and control of ordering, receiving, inventory and issuance of uniform and equipment supplies, accessories and fleet vehicles.
**MAJOR RESPONSIBILITIES**
• Establishes performance measurements and oversees inventory planning and accountability which includes, on-going review of safety stock, inventory fluctuations, members order turnaround, members open/backorders, vendors lead times and vendors contract expiry.
• Administer the complete bid purchasing process including all
necessary spending approvals.
• Conducts and supervises the disposal of surplus assets.
• Analyze bids, recommend award, and prepare related reports for all public tenders.
• Provide advice on requisitioning procedures and correct use of orders and applications to user departments.
• Develop and maintain positive supplier relationships to maintain integrity of contracts and supplier relations including dispute resolutions.
• Continuously source and evaluate market for competitive pricing.
• Negotiate with suppliers to develop cost savings and/or improve
the delivery and effectiveness of existing contracts.
• Resource on Health and Safety and Uniform Equipment
committees.
• Work closely with Finance in respect to invoice reconciliation and establishing appropriate methods of vendor payment.
Responsible for program budget, monthly inventory chargeback, and annual inventory reconciliation.
• Maintain confidentiality in all aspects of the procurement process to avoid serious consequences, including litigation.
• Other duties as required.

**JOB SPECIFICATIONS (Required Education and Experience)**
• Three (3) years pre-job experience in purchasing/supervising experience in a large organization with multiple stakeholders plus Eighteen (18) months on-the-job-experience to complete full accounting and year-end closing.
• Training in related software programs (Word, Excel)
• Excellent writing and document preparation skills.
• Excellent interpersonal and communication skills.
• Ability to manage multiple projects with minimal supervision.
• Demonstrated abilities and competencies in time management, planning and organizing.
Salary will commensurate with experience.
Closing date for resumes is February 18, 2015 at 04:00 p.m. CST.

**Please contact Treaty Three Police Service directly for an application which is to be mailed or faxed along with a cover letter and resume outlining your experience to:**

Treaty Three Police Service
General Headquarters
P. O. Box 1480
Kenora,ON P9N 3X7
Phone: (807) 548-5474
Fax: (807) 548-2119
Attention: Deputy Chief of Police

The Treaty Three Police Service appreciates the interest of all applicants; however only those selected for an interview will be contacted.