



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.