

PURCHASING CLERK Facilities, Ancillary Services and Safety

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We offer a generous Total Compensation Package with health benefits, great pension plan along with the opportunity for personal and professional growth.

DUTIES

UCN is seeking a dependable, hardworking individual (s) to work as a Purchasing Clerk. Under the direct supervision of the Purchasing Agent, the Purchasing Clerk is responsible for the processing of requisitions and preparation of orders to procure goods and services, prepare and obtain price quotes, and maintain asset inventory system. The incumbent will also be responsible for booking and maintaining all UCN Fleet Vehicles. On a relief basis the incumbent will be required to perform related duties required for the Purchasing Agent and Storekeeper within shipping and receiving.

REQUIRED QUALIFICATIONS

- Office Assistant Certificate; an equivalent combination of education and experience may be considered
- Experience in customer service
- Proficient computer skills with familiarity in MS Office suite and Office 365 programs
- Ability to multi-task and meet deadlines in a busy, interruptive office environment
- Ability to work effectively and cooperatively in a team environment and independently with minimal supervision
- Excellent organizational skills
- Excellent interpersonal skills and communication skills
- Effective Critical-thinking and problem-solving skills
- Ability to maintain a high level of confidentiality
- Knowledge and understanding of Indigenous cultures
- Commitment to life-long learning

CONDITIONS OF EMPLOYMENT

- Valid Class 5 driver's license
- Candidates must be legally entitled to work in Canada

Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)

UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities, visible minorities, or women and men in non-traditional roles. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.

Please indicate in your subject line the competition number for which you are applying.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 – and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

COMPETITION NUMBER
24-053

CLOSING DATE
June 11, 2024, however, will
remain open until filled
(Extended)

SALARY RANGE
\$46,999 to \$53,600 per annum
plus, remoteness allowance if
applicable

**POSITION
CLASSIFICATION**
Clerk 3

POSITION LOCATION
The Pas, Manitoba

POSITION TYPE
One Full-Time Position
One 2-year, Term Position

APPLY TO
Email: hrinfo@ucn.ca
(PDF preferred format)
University College of the
North,
Attention: Human Resources
P.O. Box 3000 R9A 1M7
Fax: (204) 623-4414