



Purchasing/Inventory/ Expense Report Clerk

LOCATION: Ottawa, ON

I. JOB SUMMARY

Under general supervision, is responsible to provide support for purchasing functions; performs clerical functions which includes data entry and performs other duties as needed.

II. JOB RELATIONSHIPS

- A. Reports to: Director, Corporate IT
B. Interrelationships: Develop relationships and interact regularly with vendors and staff.

III. JOB DUTIES & RESPONSIBILITIES

- A. Review requisition orders for accuracy and verify that materials, equipment and stock are not available from current inventories;
- B. Obtain price quotations from catalogues and suppliers and prepare orders;
- C. Calculate cost of order and charge or forward invoice to appropriate account;
- D. Process purchases within purchasing authority;
- E. Contact suppliers to resolve shortages, missed deliveries and other problems;
- F. Prepare and maintain purchasing files.
- G. Monitor inventory levels as materials, equipment and stock are issued, transferred within an establishment;
- H. Prepare requisition orders to replenish materials, equipment and stock;
- I. Enter data for stock replenishment/relocation and inventory adjustments;
- J. Maintain/track & Reconcile inventories.
- K. Distribution of orders to employees
- L. Provide updates to staff for orders
- M. Assist with disposal or resale of parts and/or equipment
- N. Shipping
- O. Processing expense reports using an online expense reporting system
- P. Other administrative duties

IV. JOB REQUIREMENTS

- Proficiency in Microsoft applications: Word, Excel, Outlook.
- Able to manage multiple priorities.
- Excellent interpersonal skills.
- Excellent communication skills - both oral and written.
- Ability to work in a team environment.
- Attention to detail and accuracy.
- Bilingualism is an asset, but not required.

V. SALARY

Salary will be commensurate with experience and job responsibilities. Harris offers excellent fringe benefits including a generous vacation policy and health, dental, life and disability insurance.

Please mail, fax or e-mail your resume to the Director, Corporate IT at:

Harris Computer Systems
1 Antares Drive, Suite 400
Ottawa, Ontario, Canada
K2E 8C4
Fax: (613) 226-3377
Email: itjob@harriscomputer.com